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ABSTRACT

This listing of federally produced curriculum and instructional materials for special needs groups is one of eight annotated bibliographies that provide information for vocational educators at the secondary, postsecondary, and adult levels. Introductory information given includes a description of how to use the listing and sources and ordering information. The remainder of the guide is comprised of citations of printed and audiovisual materials in the following subject areas: handicapped, disadvantaged, older Americans, youth employment, and displaced homemakers. Also included are sections containing general vocational education materials and career education materials. The basic format for each entry is comprised of three sections: (1) bibliographical information, listing the title, publication number, type of material, personal author, federal sponsor, publisher, publication date, number of pages, and the price; (2) a source code, which gives the federal organization from which the material can be ordered; and (3) an annotation or explanatory notes giving the use and intended users of the material. An order form is appended. (LRA)

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ED190915

vocational instructional materials for

Special Needs Groups

Handicapped
Disadvantaged
Older Americans
Youth Employment
Displaced Homemakers

available from federal agencies

Compiled by
Carol L. Hill

Human Resources Management, Inc.
1101 30th Street, N.W., Suite 301
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1980

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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CE 026 620

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Office of Vocational and Adult Education
Office of Employment and Education
Division of Program Improvement
Curriculum Development Branch

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The set of *Vocational Instructional Materials Available from Federal Agencies* includes the following volumes which can be purchased from the Government Printing Office:

Vocational Instructional Materials for Agriculture and Agribusiness Education

Vocational Instructional Materials for Business and Office Education

Vocational Instructional Materials for Vocational Home Economics Education

Vocational Instructional Materials for Marketing and Distributive Education

Vocational Instructional Materials for Allied Health Education

Vocational Instructional Materials for Technical Education

Vocational Instructional Materials for Trade and Industrial Education

Vocational Instructional Materials for Special Needs Groups— *Handicapped, Disadvantaged, Older Americans, Youth Employment, Displaced Homemakers*

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Washington, D.C. 20402

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Carol L. Hill
Project Director
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INTRODUCTION

Each year the Federal Government prepares and releases thousands of quality publications. Human Resources Management surveyed this vast resource to identify, review and annotate materials developed since 1975 which are suitable for use by vocational education teachers. These materials are listed in eight separate volumes which are listed on the inside cover of this booklet. In addition to the traditional vocational education program areas, efforts were made to locate and annotate materials for use with the handicapped, disadvantaged, older Americans, displaced homemakers, youth and clientele of CETA programs. Also, general references for vocational and career education are included in each booklet. While these listings are by no means exhaustive, the materials are representative of both print and nonprint materials which can be obtained free or for a nominal charge from federal organizations. Every attempt possible has been made to ensure that the organizational names are the latest and most accurate. However, materials from the former U.S. Department of Health, Education and Welfare (HEW) were developed and annotated prior to the recent division of the Department into the Department of Health and Human Resources and the new Department of Education. Thus, the old name HEW has been used.

[Since this bibliography was prepared, some items may have been discontinued or have price increases. You may wish to write the source for updated information before placing an order with payment.]

HOW TO USE THIS LISTING

Materials selected for inclusion in this booklet have been placed under the subject headings as given in the table of contents. The basic format used for each title entry is composed of three sections:

- **bibliographical information** listing the title, publication number, type of material, personal author, federal sponsor, publisher, publication date, number of pages, and the price
- **a source code** which gives the federal organization from which the material can be ordered and the appropriate stock or order number or letters
- **an annotation** or explanatory notes giving the use and intended users of the material

The same format has been used in citing both printed and audiovisual materials. In cases where a series has been cited, the title of the series and other information common to all its volumes are contained in the bibliographical information section. Following the source section, individual entries for each of the volumes are listed.

The examples below detail the various components of an individual entry and an entry for a series:

INDIVIDUAL ENTRY

BIBLIOGRAPHICAL INFORMATION	CLEAN WATER. Publication No. 39. Booklet. Elaine West. Environmental Protection Agency, Office of Public Awareness. Government Printing Office, 1977. 30pp. $2.00 ea.
SOURCE CODE	GPO S/N 000-002-012
ANNOTATION	This booklet is about the dairy products industry and water pollution. It discusses pollution control and what the industry must do to keep from polluting water.

TITLE · PUBLICATION NUMBER · TYPE OF MATERIAL · FEDERAL SPONSOR · PERSONAL AUTHOR · PRICE · PUBLISHER · PUBLICATION DATE · PAGINATION · ORDER NUMBER

SERIES ENTRY

BIBLIOGRAPHICAL INFORMATION	HOW INDUSTRY AFFECTS CLEAN WATER. Booklets. Environmental Protection Agency, Office of Public Awareness. Government Printing Office.
SOURCE CODE	Source: GPO
ANNOTATION	This series is composed of the following:
BIBLIOGRAPHICAL INFORMATION	RUBBER PROCESSING INDUSTRY. Publication No. 30. 1975. 20pp. $0.80 ea. S/N 000-003-010.
	BEET SUGAR PROCESSING INDUSTRY. Publication No. 31. 1976. 26pp. $1.10 ea. S/N 000-003-011.
	THE DAIRY PRODUCTS INDUSTRY. Publication No. 32. 1977. 24pp. $0.90 ea. S/N 000-003-012.

TITLE · TYPE OF MATERIAL · FEDERAL SPONSOR · PUBLISHER · SOURCE · PRICE · PUBLICATION DATE · ORDER NUMBER · PUBLICATION NUMBER · PAGINATION

ABBREVIATIONS USED IN THIS LISTING

approx.	approximately	**B&W**	black and white
BR	braille	**cm**	centimeter
col.	color	**comp.**	compiler
ea.	each	**ed.**	editor
et al.	and others	**ill.**	illustrated
in.	inch(es)	**IPS**	inches per second
min.	minute(s)	**MM**	millimeter
mono	monaural	**No.**	number
Opt. Sd.	optical sound	**RC**	recorded cassette
RD	recorded disc	**RM**	recorded master
RPM	revolutions per minute	**Rev.**	revised
S	side(s)	**S/N**	(GPO) stock number
V.	volume		

SOURCE AND ORDERING INFORMATION

The names and addresses of the sources from which materials described in this volume can be ordered are listed below. In addition, ordering information and brief descriptions of some of these sources are included. Requests for materials or information should be directed to the specific offices as indicated. Since the source of the material is not always the same as the federal sponsor, it is important that the information on the "source code" line be used for ordering. Most offices will accept checks or money orders but not currency. Sources vary as to which charge cards are acceptable, discount rates, arrangements for deposit accounts, order forms and guidelines, special mail handling requirements, and availability of materials on microfiche or computer magnetic tapes. Write individual sources for details. Since many of these materials can be ordered from either the Government Printing Office or the National Audiovisual Center (Government Services Administration), order blanks for these two sources can be found at the back of the booklet. Please note that prices are subject to change. Most materials may be delivered sooner, but allow 30 to 60 days for delivery.

ORDERING SOURCES

ACTION **Action/Peace Corps**
Information Collection and Exchange
806 Connecticut Ave., N.W.
Washington, D.C. 20525

Action's Information Collection and Exchange makes available technical publications on training, programming and appropriate technology developed by Peace Corps volunteers. Training guides, curricula, lesson plans, manuals, and other materials developed in the field are collected and reviewed. Listings of publications are available on request.

CERN **Consumer Education Resource Network**
1500 Wilson Blvd.
Suite 800
Rosslyn, VA 22209

The Consumer Education Resource Network provides reference and referral services to all consumer educators. Services include publications such as ConCERNs, a monthly publication, training, and technical assistance. Requests may be made in person, by mail, or via the toll-free telephone line: 800-366-0223.

CFTC **U.S. Commodity Futures Trading Commission**
2033 K Street, N.W.
Washington, D.C. 20581

CPSC **U.S. Consumer Product Safety Commission**
Office of Communications
111 18th St., N.W.
Washington, D.C. 20207

Publications and films on product safety are available on request.

CRC **U.S. Commission on Civil Rights**
1121 Vermont Ave., N.W.
Washington, D.C. 20425

In addition to advancing the cause of equal opportunity, it serves as a national clearinghouse for civil rights information. Commission publications are made available on request from the Publications Management Division; a catalog of publications is also available upon request.

DOC/NBS **U.S. Department of Commerce**
National Bureau of Standards
Office of Technical Publications
Washington, D.C. 20234

The Department of Commerce's National Bureau of Standards develops measurement standards and techniques that affect science, industry, and commerce, and facilitates their effective application for the public good. For information on publications contact the Office of Technical Publications; films are available on free loan to scientific and professional organizations, educational institutions, and nonprofit community groups from:

Modern Talking Picture Service
5000 Park Street N.
St. Petersburg, FL 33709

DOC/OC **U.S. Department of Commerce**
Office of Communications
Washington, D.C. 20230

DOE/IIR **U.S. Department of Energy**
Office of Intergovernmental and Institutional Relations
Washington, D.C. 20585

This office performs outreach and consumer affairs coordination functions. It maintains and oversees Department of Energy relations with Congress, the news media, States, private institutions and consumer interests.

DOE/PA **U.S. Department of Energy**
Office of Public Affairs
1000 Independence Ave., S.W.
Washington, D.C. 20585

DOE/RA **U.S. Department of Energy**
Office of Resource Applications
RA-324
Room 3518, Federal Building,
MS 3344
Washington, D.C. 20461

This office is responsible for developing, managing, and directing policies and programs to increase domestic energy supplies.

DOE/TIC **U.S. Department of Energy**
Technical Information Center
P.O. Box 62
Oak Ridge, TN 37830

Orders for complete sets or bulk quantities of individual titles are only available to teachers, librarians, and energy information centers and should be submitted on official letterhead stationery.

Individuals may request up to five titles.

For information on printing negatives, write to:

U.S. Department of Energy
Division of Editorial Services
Washington, D.C. 20585

DOI/PA **U.S. Department of the Interior**
Office of Public Affairs
Washington, D.C. 20240

DOJ/LEAA **U.S. Department of Justice**
Law Enforcement Assistance Administration
633 Indiana Ave., N.W.
Washington, D.C. 20531

LEAA serves as a national and international clearinghouse for the exchange of criminal justice information through the National Criminal Justice Reference Service.

DOJ/PI **U.S. Department of Justice**
Office of Public Information
Constitution Ave. & 10th Street, N.W.
Washington, D.C. 20530

DOL/BLS **U.S. Department of Labor**
Bureau of Labor Statistics
Information Office—Rm. 1539
441 G Street, N.W.
Washington, D.C. 20212

The Bureau of Labor Statistics collects and analyzes data on areas such as manpower and labor requirements, employment, labor force, wages, labor-management relations, occupational safety and health. The information is issued in monthly press releases, in special publications, and in its official journal. There are BLS regional offices throughout the country which also issue additional reports.

Publications are available both free and for sale.

DOL/ETA **U.S. Department of Labor**
Employment and Training Administration
Rm. 10225
601 D Street, N.W.
Washington, D.C. 20213

The Department of Labor's Employment and Training Administration publishes booklets, pamphlets, and reports on apprenticeship programs, work experience, unemployment insurance, occuptional analyses, and research results. Consumer fact sheets on ETA's major programs and other periodicals are also available Single copies of most publications are available free of charge.

DOL/IPR **U.S. Department of Labor**
Office of Information, Publications, and Reports
Room S1032
200 Constitution Avenue, N.W.
Washington, D.C. 20210

DOL/WB **U.S. Department of Labor**
Women's Bureau
200 Constitution Avenue, N.W.
Washington, D.C. 20210

Formulates standards and policies to promote the welfare of working women and improve their working conditions and investigates and reports on such matters. The Women's Bureau has 10 regional offices throughout the U.S. Single copies of publications are free of charge.

DOT/FAA **U.S. Department of Transportation**
Federal Aviation Administration
Office of Public Affairs
Public Information Center-APA-430
800 Independence Avenue, S.W.
Washington, D.C. 20591

The Department of Transportation's Federal Aviation Administration regulates air commerce, fosters aviation safety, and promotes civil aviation and a national system of airports. For additional information contact the Office of Public Affairs; Free FAA publications are available from:

U.S. Department of Transportation
Publications Section-M-443.1
Washington, D.C. 20590

DOT/FHA **U.S. Department of Transportation**
Federal Highway Administration
400 7th Street, S.W.
Washington, D.C. 20590

The Department of Transportation's Federal Administration administers the Federal-aid highway program of financial assistance, and highway safety and beautification programs. It also develops and administers training programs, fellowship programs in highway safety transportation research and education and a highway technician scholarship program.

DOT/NHTSA **U.S. Department of Transportation**
National Highway Traffic Safety Administration
400 7th Street, S.W.
Washington, D.C. 20590

The National Highway Traffic Safety Administration maintains and collects scientific and technical information on motor vehicle safety. It serves as a documentary reference point for Federal, State and local agencies, industry, educational organizations, and the public.

DOT/PCA **U.S. Department of Transportation**
Office of Public and Consumer Affairs
700 7th Street, S.W.
Washington, D.C. 20590

DOT/TSC **U.S. Department of Transportation**
Transportation Systems Center
Office of Technology Sharing
Kendall Square, Code 151
Cambridge, MA 02142

Among its other activities, the Center collects and disseminates transportation information and statistics to regional, State and local organizations and consumers.

DOT/UMTA **U.S. Department of Transportation**
Urban Mass Transportation Administration
Office of Policy and Program Development
400 7th Street, S.W.
Washington, D.C. 20590

The Department of Transportation's Urban Mass Transportation Administration assists in the development of improved mass transportation systems; it maintains 10 field offices throughout the U.S.

DT/PA **U.S. Department of the Treasury**
Office of Public Affairs
Room 2324
Washington, D.C. 20220

EPA/PA **U.S. Environmental Protection Agency**
Office of Public Awareness
401 M Street, S.W.
Washington, D.C. 20460

This office develops and maintains information and public awareness programs. Inquiries for information on films, publications and speakers can be directed to this office.

EPA/PIC **U.S. Environmental Protection Agency**
Public Information Center
401 M Street, S.W.
Washington, D.C. 20460

The Public Information Center provides information about EPA's programs and makes available EPA publications.

ERIC **U.S. National Institute of Education**
Educational Resources Information Center
1220 19th Street, N.W.
Washington, D.C. 20208

ERIC is a national information system sponsored by the National Institute of Education. It disseminates education research results, practitioner-related materials and other resource information.

FMC **U.S. Federal Maritime Commission**
1100 L Street, N.W.
Washington, D.C. 20573

FTC **U.S. Federal Trade Commission**
Office of Public Information
Pennsylvania Avenue at Sixth Street, N.W.
Washington, D.C. 20580

A free list of publications is available on request.

GPO **U.S. Government Printing Office**
Superintendent of Documents
Washington, D.C. 20402

In addition to being the Federal government's printer and bookbinder it sells government publications and prepares catalogs. It sells over 25,000 various publications. A free information brochure *Consumer Guide to Federal Publications* provides a description of the services provided by GPO which maintains bookstores in 20 cities.

GSA/CIC **U.S. General Services Administration**
Consumer Information Center
Pueblo, CO 81009

By encouraging Federal agencies to develop and release useful consumer information the Consumer Information Center attempts to increase public awareness of this information. It issues a quarterly publication and distributes it free of charge.

GSA/FIC **U.S. General Services Administration**
Federal Information Center

Federal Information Centers, clearinghouses of information about the Federal Government are maintained in 38 major metropolitain areas. Information requests can be made by letter, telephone, or in person. For a list of Federal Information Centers, write to:

U.S. General Services Administration
Office of Public Affairs
Washington, D.C. 20405

GSA/NAC **U.S. General Services Administration**
National Audiovisual Center
Washington, D.C. 20409

The General Services Administration's National Audiovisual Center is the central clearinghouse for all Federal audiovisual materials. They are available for public use through information and distribution services:

Sales: Motion pictures, video formats, slide sets, audiotapes, and multimedia kits are available for purchase. Conversion to other media formats can be made.

Rental: Only 16mm motion pictures are available for rent.

Loan Referrals: Free loan distribution of 16mm motion pictures is available to the public from regional Federal agency offices. The Center refers users to closest loan distributor.

For purchase or rental of materials, contact the *Order Section/RI*; include title and title number of material and make checks payable to National Archives Trust Fund (NAC). To be billed, an official purchase order or letter on official letterhead is required.

For information on other services contact the *Reference Section RL*.

HEW/HDS **U.S. Department of Health, Education, and Welfare**
Office of Human Development Services
Washington, D.C. 20201

This office administers social and rehabilitation services and human development programs oriented towards special populations—the elderly, low-income children, metally and physically handicapped.

HEW/HRA **U.S. Department of Health, Education, and Welfare**
Health Resources Administration
Office of Communications
3700 East-West Highway
Hyattsville, MD 20782

As part of HEW's Public Health Service, HRA identifies health care resource problems, and maintains the distribution of these resources to improve the health care system.

Single copies of most publications are available, free of charge:

H.R.A.
Office of Communications
3700 East-West Highway
Hyattsville, MD 20782

HEW/NIE **U.S. Department of Health, Education, and Welfare**
National Institute of Education
Office of Public Information
1200 19th Street, N.W.
Washington, D.C. 20208

HEW/OE **U.S. Department of Health, Education, and Welfare**
Office of Education
Education Information Center
Washington, D.C. 20202

Single copies available free while supply lasts.

HEW/PHS **U.S. Department of Health, Education, and Welfare**
Public Health Service
Office of Public Affairs
200 Independence Ave., S.W.
Washington, D.C. 20201

Inquiries about films and publications should be sent to the above address.

HUD/PIC **U.S. Department of Housing and Urban Development**
Public Information Center
451 7th Street, S.W.
Washington, D.C. 20410

LC/NLSBPH **Library of Congress**
National Library Service for the Blind and Physically Handicapped
Reference Section
1291 Taylor Street, N.W.
Washington, D.C. 20542

The NLS is a free national library program of braille and recorded materials for blind and physically handicapped persons. Reading materials are distributed to cooperating regional and local libraries which circulate them to eligible borrowers. These materials are sent to borrowers and returned to libraries by postage-free mail. In addition to its book and magazine collection, the following services are also offered:

- special equipment—playback equipment is loaned free to readers
- music services—music materials are available from the Music Section
- volunteer services—free correspondence course leading to braille transcribing certification and proofreading are available
- information services—questions in reference to blindness and physical handicaps are answered.

LC/NRC **Library of Congress**
National Referral Center
Washington, D.C. 20540

The Library of Congress' National Referral Center is a free referral service which directs those with questions to resources which have the information. The referral service uses a subject-indexed, computerized file of 13,000 organizations of information resources including not only traditional information sources, but also such sources as professional associations and grass roots citizens' organizations. Requests for referral services may be made by letter, telephone (202-287-5670, Reference Section), or in person.

NASA **National Aeronautics and Space Administration**
400 Maryland Ave., S.W.
Washington, D.C. 20546

NASA conducts research on space technology, flight, and exploration within and outside the earth's atmosphere. Services include speakers, films, and exhibits. Publications include *NASA Directory of Services for the Public*, *NASA Film List*, and *NASA Educational Publications List*. For further information, contact the NASA Headquarters Information Center, Washington, D.C. 20546.

NSF **National Center for Research in Vocational Education**
The Ohio State University
1960 Kenny Road
Columbus, OH 43210

The National Center for Research in Vocational Education's purpose is to increase the ability of institutions to solve educational problems relating to individual career planning and preparation. Under a contract with the U.S. Office of Education's Bureau of Occupational and Adult Education, it serves as a clearinghouse. For additional information on the Center's services, programs and projects, write to the *Program Information Office*; for information on products or publications, write to the *Publications Office*.

NCRVE **National Science Foundation**
1800 G Street, N.W.
Washington, D.C. 20550

The National Science Foundation initiates and supports research and education activities in all scientific disciplines. Major national and international science programs include the U.S. Antarctic Program and the International Decade of Ocean Exploration. To learn about the Foundation's information and publication dissemination activities, write either the Publications Unit, or the Public Information Branch.

NTIS **U.S. Department of Commerce**
National Technical Information Service
5285 Port Royal Road
Springfield, VA 22161

NTIS is the Federal government's central point for the sale of government funded research and development reports. The following services are available:

- NTI Search-on-line computer search service locates abstracts on 650,000 research reports; copies of reports are sold in paper or microfiche.
- NTIS Bibliographic Data File (on magnetic tape) of published and unpublished abstracts is available for lease.

OPM **U.S. Office of Personnel Management**
Distribution Unit
Room B-431
7900 E Street, N.W.
Washington, D.C. 20415

The Office of Personnel Management (OPM), formerly the Civil Service Commission, administers the Federal employment merit system. OPM makes available career guidance films and other audiovisuals and publications addressed to various audiences. It maintains ten regional offices throughout the U.S. Employment information is available through OPM's Job Information Centers.

PCEH **President's Committee on Employment of the Handicapped**
1111 20th Street, N.W.
Washington, D.C. 20210

SBA **U.S. Small Business Administration**
Office of Public Information
1441 L Street, N.W.
Washington, D.C. 20416

TVA **Tennessee Valley Authority**
Office of Public Information
400 Commerce Avenue
Knoxville, TN 37902

The TVA is a Government-owned corporation that conducts a resource development program for economic growth in the Tennessee Valley region. Information on environmental education and agriculture and on publications and films is available.

USDA/OC **U.S. Department of Agriculture**
Office of Communications
Washington, D.C. 20250

Free publications are available from this office.

USDA/ES **U.S. Department of Agriculture Extension Service**

Four USDA agencies—Agricultural Research Service (ARS), Cooperative State Research Service (CSRS), Extension Service (ES), and the National Agricultural Library (NAL)—have been merged to form the new Science and Education Administration.

Requests for publications should be sent to:

U.S. Department of Agriculture
Science and Education Administration
Publication Requests and Distribution
Information Staff
Washington, D.C. 20250

USDA/FNIERC **U.S. Department of Agriculture**
The Food and Nutrition Information and Education Resources Center
National Agricultural Library
Room 304
Beltsville, MD 20705
Tel.: 301-344-3719

The Food and Nutrition Information and Education Resources Center is a part of the Department of Agriculture Science and Education Administration. It serves as an information center for groups and individuals interested in human nutrition, food service management, and food technology by providing the following services:

- acquires and lends books and audiovisuals
- provides photocopies of journal articles
- provides specific answers to questions on food and nutrition
- provides comprehensive reference services including computer searches.

The collection of materials ranges from children's materials to more sophisticated professional information. Information requests are received by telephone and mail; personal visits are also welcomed.

USDA/GPA **U.S. Department of Agriculture**
Office of Governmental and Public Affairs
Publications Division
Washington, D.C. 20250

Single copies of most publications are available free; request a free copy of List 5 of current available publications and prices.

USDA/SEA **U.S. Department of Agriculture**
Science and Education Administration
Publication Requests and Distribution
Information Staff
Washington, D.C. 20240

The former Agricultural Research Service (ARS), Cooperative State Research Service (CSRS), Extension Service (ES), and the National Agricultural Library (NAL) have been merged to form the SEA, which maintains four regional offices throughout the U.S.

USPS **U.S. Postal Service**
Office of Public Communications
475 L'Enfant Plaza West, S.W.
Washington, D.C. 20260

Publications, films, and speakers are available on request.

SPECIAL NEEDS GROUPS

HANDICAPPED

HANDBOOK OF SELECTIVE PLACEMENT IN FEDERAL CIVIL SERVICE EMPLOYMENT OF THE PHYSICALLY HANDICAPPED, MENTALLY RESTORED, MENTALLY RETARDED AND REHABILITATED OFFENDER. Office of Personnel Management. 1975. 60pp. $0.85 ea.

Source: GPO S/N 006-000-00829-1

JOBS FOR VETERANS WITH DISABILITIES. Department of Labor. 1975. 48pp. $1.05 ea.

Source: GPO S/N 029-000-00238-0

DEVELOPMENT OF INDIVIDUALIZED EDUCATION PROGRAMS (IEP) FOR THE HANDICAPPED IN VOCATIONAL EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1979. 60pp. $2.40 ea.

Source: GPO S/N 017-080-01954-0

Addresses the specifics of the laws, provides an analysis of literature sources relating to the development and implementation of the IEP in vocational education, and discusses the implications of the findings for vocational education at state and local levels.

GUIDANCE NEEDS OF SPECIAL POPULATIONS. Department of Health, Education, and Welfare, Office of Education. 1979. 28pp. $1.50 ea.

Source: GPO S/N 017-080-01969-8

Special needs populations in educational and employment settings include the handicapped, and those who have academic, socio-economic, cultural, or other disadvantages which prevent them from being successful in traditional and regular occupational programs.

JOB PLACEMENT AND ADJUSTMENT OF THE HANDICAPPED: AN ANNOTATED BIBLIOGRAPHY. Department of Health, Education, and Welfare, Office of Education. 1979. 24pp. $1.40 ea.

Source: GPO S/N 017-080-01970-1

This bibliography was produced to assist special educators and vocational educators in obtaining information on the job placement and career adjustment of various handicapped populations.

LEAST RESTRICTIVE ALTERNATIVE FOR HANDICAPPED STUDENTS. Department of Health, Education, and Welfare, Office of Education. 1979. 40pp. $1.80 ea.

Source: GPO S/N 017-080-01953-1

Describes the least restrictive alternative to the vocational education of people with handicaps.

EDUCATION OF THE HANDICAPPED TODAY, A BILL OF RIGHTS FOR THE HANDICAPPED. Reprinted. Government Printing Office. 1976. 6pp. ill. $0.35 ea.

Source: GPO S/N 017-080-01569-2

An article reprinted from the June, 1976 issue of *American Education.*

INTERVIEWING GUIDES FOR SPECIFIC DISABILITIES. Guidebook. Department of Labor.

Source: GPO

Each of the four booklets deals with a specific handicap:

Cerebral Palsy. 1978. 23pp. $1.00 ea. S/N 029-000-00301-7.

Hearing Impairments. 1975. 17pp. $0.90 ea. S/N 029-000-00248-7.

Mental Retardation. 1976. 15pp. $0.35 ea. S/N 029-000-00215-1.

Respiratory Impairments. 1977. $1.00 ea. S/N 029-000-00289-4.

SPEECH IMPROVEMENT FOR THE TRAINABLE RETARDED, A MANUAL FOR THE CLASSROOM TEACHER AND SPEECH IMPROVEMENT ACTIVITY BOOK. Guidebook. Department of Health, Education, and Welfare, Office of Education. 1975. 239pp. ill. $4.15 ea.

Source: GPO S/N 017-080-01543-9

This publication of activities and student worksheets has been specifically developed for the use of the classroom teacher involved with the trainable mentally retarded, especially those who do not have a speech therapist or materials readily available. It also provides materials to fill the gaps between visits of the speech therapist to the classroom. Includes both a teacher's manual and activity book.

PRODUCING A PUBLIC RELATIONS PROGRAM FOR DISABLED ADULTS. Federal Communications Commission. 1978. 24pp. $1.30 ea.

Source: GPO S/N 040-000-00397-5

HANDBOOK OF SELECTIVE PLACEMENT OF PERSONS WITH PHYSICAL AND MENTAL HANDICAPS IN FEDERAL CIVIL SERVICE EMPLOYMENT. Office of Personnel Management. 1979. 71pp. $3.00 ea.

Source: GPO S/N 006-000-01093-8

This handbook outlines concepts and procedures that can and should be used to provide equal employment opportunity for all qualified handicapped applicants and employees. Contents of the publication: Introduction; The Agency Coordinator; The Rehabilitation Counselor; Architectural and Transportation Barriers; Special Provisions for Handicapped Individuals; Blindness and Visual Impairment; Deafness and Hearing Impairment; Mental Illness; Mental Retardation; Mobility and Other Physical Handicaps; Disabled Veterans.

MENTAL HEALTH IN DEAFNESS: THE FUTURE OF MENTAL HEALTH SERVICES FOR DEAF PEOPLE, PROCEEDINGS OF THE FIRST ORTHOPSYCHIATRIC WORKSHOP ON DEAFNESS, ST. ELIZABETH'S MENTAL HOSPITAL HEALTH PROGRAM FOR THE DEAF, WASHINGTON, D. C., MAY 18 AND 19, 1976. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1977. 136pp. ill. $3.25 ea.

Source: GPO S/N 017-024-00684-0

SOUND MINDS IN A SOUNDLESS WORLD. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978. 147pp. ill. $3.25 ea.

Source: GPO S/N 017-024-00681-5

Less than two percent of the 43,000 hearing-impaired persons who need mental health services are receiving them. This booklet discusses the special mental health problems of the hearing-impaired and reviews the treatment, training, and research that is being conducted for this unique group at St. Elizabeth's Hospital in Washington, D.C.

COORDINATING TRANSPORTATION FOR THE ELDERLY AND HANDICAPPED, A STATE OF THE ART REPORT: THE INSTITUTE OF PUBLIC ADMINISTRATION. Department of Health, Education, and Welfare, Social and Rehabilitation Service Administration, Administration on Aging. 1977. 148pp. ill. $2.75 ea.

Source: GPO S/N 017-062-00110-3

Identifies and examines on-going transportation projects in which coordination and/or consolidation of funds or services have been undertaken.

IMPROVING OCCUPATIONAL PROGRAMS FOR THE HANDICAPPED. Department of Health, Education, and Welfare, Office of Education. 1976. 227pp. ill. $2.85 ea.

Source: GPO S/N 017-080-01637-1

Discusses practical methods for helping the handicapped gain employment. Advice is provided on: designing and setting up an education/training program; reaching and selecting students; preparing for specific skill training, vocational training, and supportive and social services; and transition to the work world, job placement, and follow-up. Includes a program evaluation checklist, a variety of program abstracts, and a sampling of case studies.

RECREATION AND LEISURE FOR HANDICAPPED INDIVIDUALS: INFORMATION RESOURCES, FUNDING GUIDE, PUBLICATIONS AVAILABLE FROM FEDERAL SOURCES. Department of Health, Education, and Welfare, Health Care Financing Administration. 1979. 94pp. $2.40 ea.

Source: GPO S/N 017-060-00137-2

ACCESS TO THE BUILT ENVIRONMENT: A REVIEW OF LITERATURE. Department of Housing and Urban Development. 1979. 150pp. ill. $4.75 ea.

Source: GPO S/N 023-000-00516-6

This report is a review of access as a civil right, codes and standards, demographic factors, human factors, research, problem identification, and the psychological impact of inaccessibility.

ACCESSIBILITY ASSISTANCE: A DIRECTORY OF CONSULTANTS ON ENVIRONMENTS FOR HANDICAPPED PEOPLE. Consumer Services Administration. 1978. 202pp. $3.25 ea.

Source: GPO S/N 059-000-00056-0

This publication lists consultants concerned with the design needs of handicapped people.

ACCESSIBLE BUILDINGS FOR PEOPLE WITH WALKING AND REACHING LIMITATIONS. Department of Housing and Urban Development. 1979. 169pp. ill. $4.75 ea.

Source: GPO S/N 023-000-00509-3

ADAPTABLE DWELLINGS. Department of Housing and Urban Development. 1979. 38pp. ill. $2.00 ea.

Source: GPO S/N 023-000-00513-1

This report is a position paper on an approach to accessible housing.

ARCHITECTURAL BARRIERS REMOVAL: INFORMATION RESOURCES, FUNDING GUIDE, PUBLICATIONS AVAILABLE FROM FEDERAL SOURCES. Department of Health, Education, and Welfare, Office of Human Development Services. Printing Office. 1979. 41pp. $2.25 ea.

Source: GPO S/N 017-090-00046-1

BARRIER FREE SITE DESIGN. Department of Housing and Urban Development. 1975. Reprinted 1977. 82pp. ill. $4.00 ea.

Source: GPO S/N 023-000-00291-4

This publication provides designs and criteria to be considered when planning for the construction of outdoor recreational facilities for the handicapped.

BUILT ENVIRONMENT FOR THE ELDERLY AND THE HANDICAPPED: A SELECTED BIBLIOGRAPHY. Department of Housing, and Urban Development. 1979. 72pp. $3.50 ea.

Source: GPO S/N 023-000-00529-8

CHILD CARE AND DISABLED DEPENDENT CARE. Department of the Treasury, Internal Revenue Service. 1978. 7pp. $0.70 ea.

Source: GPO S/N 048-004-01629-0

DEVELOPMENTAL APPROACH TO CASEFINDING, WITH SPECIAL REFERENCE TO CEREBRAL PALSY, MENTAL RETARDATION, AND RELATED DISORDERS. Booklet. Department of Health, Education, and Welfare, Public Health Service, Federal Health Programs Service. 1979. 116pp. ill.

Source: GPO S/N 017-029-00027-4

This booklet is an aid to nurses in recognizing signs of disease and anomalies in infants; contains a wheel chart in packet.

EVALUATION OF HOUSING FOR THE SEVERELY DISABLED, IN THE CONTEXT OF A SERVICE DELIVERY SYSTEM. Department of Housing and Urban Development. ill. $2.50 ea.

Source: GPO S/N 023-000-00500-0

This report is intended for use by designers, clients, and administering agencies in creating programs and constructing or modifying buildings for the disabled.

ELIGIBLE BLIND AND PHYSICALLY HANDICAPPED READERS. Posters. Library of Congress. 1976.

Source: GPO

Large Color Poster. 22x33 in. $1.00 ea. S/N 030-000-00084-6.

Large Color Poster with Easel. 22x33 in. $1.50 ea. S/N 030-000- 00087-1.

Small Color Poster. 11x14 in. $0.75 ea. S/N 030-000-00085-4.

Small Color Poster with Easel. 11x14 in. $1.15 ea. S/N 030-000- 00086-2.

HANDBOOK FOR DESIGN: SPECIALLY ADAPTED HOUSING. Veterans Administration. 1978. 79pp. ill. $3.00 ea.

Source: GPO S/N 051-000-00125-7

This handbook provides assistance to the physically handicapped veteran and the architect or designer in producing the best possible home for the veteran.

MENTAL RETARDATION, THE KNOWN AND THE UNKNOWN, INFORMATION AS OF FEBRUARY 1, 1975. Department of Health, Education, and Welfare, Office of Human Development Services. 1976. 115pp. ill. $2.45 ea.

Source: GPO S/N 017-090-00021-6

LEARNING DISABILITIES DUE TO MINIMAL BRAIN DYSFUNCTION, HOPE THROUGH RESEARCH. Department of Health, Education, and Welfare, Public Health Service. 1977. 22pp. ill. $0.45 ea.

Source: GPO S/N 017-002-00129-1

MOBILE HOMES, ALTERNATIVE HOUSING FOR THE HANDICAPPED. Department of Housing and Urban Development. 1977. 48pp. ill. $1.80 ea.

Source: GPO S/N 023-000-00393-7

Reporting on a demonstration project sponsored by the Department of Housing and Urban Development, this booklet outlines the designs and plans of a series of 5 mobile homes which were modified to allow independent living for people with disabilities. The units are designed specifically to present no barriers to wheelchairs and incorporated cooking, bathing, and safety features that permit complete self-reliance for even severely disabled persons.

NEW ENVIRONMENT FOR RETARDED PEOPLE, A MONOGRAPH OF ARCHITECTURAL EXHIBITS PRESENTED AT THE 4TH WORLD CONGRESS, INTERNATIONAL LEAGUE OF SOCIETIES FOR THE MENTALLY HANDICAPPED. Department of Health, Education, and Welfare. 1975. 56pp. ill. $1.15 ea.

Source: GPO S/N 017-000-00141-8

This publication contains illustrations and descriptions of facilities throughout the world that are for retarded and handicapped people.

NO EASY ANSWERS: THE LEARNING DISABLED CHILD. Department of Health, Education, and Welfare, Public Health Sevice, National Institute of Mental Health. 1978. 131pp. ill. $3.25 ea.

Source: GPO S/N 017-024-00687-4

Describes the behavior of the learning disabled child, points out his needs, shows how an adult can help structure his day-to-day activities to help him learn, outlines the development of a child from infancy through adolescence, telling how he learns, and explains why the learning disabled child differs in development and maturational skills.

PEOPLE, JUST LIKE YOU, ABOUT HANDICAPS AND HANDICAPPED PEOPLE (AN ACTIVITY GUIDE). President of the United States. 1979. 36pp. ill. $1.60 ea.

Source: GPO S/N 040-000-00405-0

This guide, divided into 6 activities to be conducted over a period of 6 to 10 weeks, will acquaint students at all levels with handicapped individuals in order to provide them with first-hand awareness of the problems and human experience of handicapped people.

PHYSICALLY UNDERDEVELOPED CHILD: IDENTIFICATION, IMPROVING PERFORMANCE. President of the United States. 1977. 13pp. ill. $0.90 ea.

Source: GPO S/N 040-000-00387-8

PROJECT SKILL, STRATEGIES AND TECHNIQUES: PROJECT ON THE EMPLOYMENT OF HANDICAPPED PERSONS IN STATE GOVERNMENT POSITIONS. Manual. Department of Labor. 1978. 19pp. $1.30 ea.

Source: GPO S/N 029-000-00330-1

This manual describes the methods and procedures that Project Skill has developed since its beginning in 1974.

PUBLICATIONS OF THE UNITED STATES OFFICE OF EDUCATION, 1978. Department of Health, Education, and Welfare, Office of Education. 1979. 60pp. $2.10 ea.

Source: GPO S/N 017-080-02067-0

Content includes education of the handicapped.

READERS' GUIDE FOR PARENTS OF CHILDREN WITH MENTAL, PHYSICAL, OR EMOTIONAL DISABILITIES. Bibliography. Department of Health Education, and Welfare, Public Health Service, Community Health Services Bureau. 1977. 144pp. ill. $3.00 ea.

Source: GPO S/N 017-026-00058-5

This bibliography lists a collection of publications that represent a wide range of approaches and schools of thought. All listings provide abstracts where necessary, as well as prices and ordering addresses. The books are organized into groups of those that are relevant to all handicaps, those that deal with particular disabilities, and those that are for and about children. A final section lists additional sources of information, organizations, agencies, directories, and journals concerned with the various disabilities.

SELECTED BIBLIOGRAPHY ON BARRIER-FREE DESIGN. Department of Housing and Urban Development. 1979. 19pp. $1.50 ea.

Source: GPO S/N 023-000-00512-3

This annotated bibliography contains a list of basic references on designing buildings which consider the needs of the physically handicapped.

SMALL GROUP HOMES FOR THE HANDICAPPED AND DISABLED: AN ANNOTATED BIBLIOGRAPHY. Department of Housing and Urban Developemnt. 1977. 45pp. $2.30 ea.

Source: GPO S/N 023-000-00458-5

WHAT ARE DEVELOPMENTAL DISABILITIES? Department of Health, Education, and Welfare, Office of Human Development Services. 1978. 12pp. ill. $0.40 ea.

Source: GPO S/N 017-090-00028-3

AFFIRMATIVE ACTION/VOCATIONAL REHABILITATION AND EMPLOYMENT OF HANDICAPPED, 'WHAT'S IN IT FOR ME ?': RESOURCE GUIDE FOR EMPLOYERS. Department of Health Education, and Welfare. 1978. 26pp. ill. $1.40 ea.

Source: GPO S/N 017-000-00213-9

Employers' resource guide which explains how their State Vocational Rehabilitation agency can help with affirmative action programs for employment of handicapped workers.

CAREER EDUCATION FOR SPECIAL POPULATIONS. Department of Health, Education, and Welfare, Office of Education. 1976. 21pp. $0.45 ea.

Source: GPO S/N 017-080-01612-5

HOME MANAGEMENT. Bibliography. Library of Congress, Division for the Blind and Physically Handicapped. Government Printing Office. 1977. 35pp.

Source: LC/NLSBPH

A bibliography of materials covering a variety of subjects dealing with home management. It includes sections on home economics, children and personal finance. Available in large print, with an accompanying record of the contents for the blind user.

REFERENCE CIRCULAR SERIES. Library of Congress, National Library Service for the Blind and Physically Handicapped.

Source: LC/NLSBPH

The following titles are available:

Braille Instruction And Writing Equipment. Report No. 77-1. 1978. 49pp.
Information For Handicapped Travelers. 1979.
Magazines In Special Media. 1978.
National Organizations Concerned With Visually And Physically Handicapped Persons. 1979.
Reading, Writing, And Other Communication Aids For Visually And Physically Handicapped Persons. Report No. 78-4. 1978. 49pp.
Sports And Games For Handicapped Persons. 1979.
Subject Guide To Spoken Word Recordings. 1978.

Bibliography Series. Library of Congress, National Library Service for the Blind and Physically Handicapped.

Source: LC/NLSBPH

The following bibliographies are available:

Accessibility; Designing Buildings For The Needs Of Handicapped Persons. Report No. 79-2. 1979. 17pp.
Closed Circuit Television Reading Devices For The Visually Handicapped. Report No. 79-3. 1979. 3pp.
Library Service To Handicapped Persons. 1978.
Reading Machines For The Blind. 1978.

ACCESS - A SERIES. 16 3/4 in. Videocassettes. 1975. Sale $1,035.00

Source: GSA/NAC Title No. 008391

Gives ideas and information on topics of current interest to librarians for use in a variety of continuing education settings. 1 Study Guide included. The following are available:

Assessing Community Needs 40 min.
Censorship 40 min.
Community Resource Files 20 min.
Determining the Library User's Need 20 min.
Oral History
Preschool Story Programs 20 min.
Public Relations 20 min.
Public-School Library Cooperation 20 min.
Publicity 40 min.
Science Questions Sometimes are Issue Questions 20 min.
Services for the Blind and Physically Handicapped 20 min.
Services to Elementary-Age Children 20 min.
State Libraries - Materials, Manpower, Money 20 min.
Vertical File 20 min.
Volunteers in the Library 20 min.
Where the Library Dollars Are 40 min.

SUCCESSFUL SUPERVISION OF HANDICAPPED EMPLOYEES. 328 2 x 2 Slides, Audiocasssette, Col. 1977. Sale $73.00

Source: GSA/NAC Title No. 000755/RR

Demonstrates supervisory practices and procedures which promote the efforts of selection and advancement of qualified handicapped individuals in the federal government. Discusses facts about handicapped persons, selective placement, job modification, and good supervisory practices. A 1 Day Training Package in six individual units. 8 Audiocassettes, 2 track, mono. with audible advance and inaudible advance signals. Instructor's guide and student workbook included. Cleared for T.V.

TALKING BOOK TOPICS. Bimonthly Periodical. Library of Congress, National Library Service for the Blind and Physically Handicapped.

Source: LC/NLSBPH.

This catalog, specially printed in large letters to facilitate reading by visually impaired persons, lists titles of current, popular books, in the form of 'Talking Book' discs, cassettes and magazines. A short annotation accompanies each title, and order/purchase forms appear in the back of this volume.

BRAILLE BOOK REVIEW. Periodical. Library of Congress, National Library Service for the Blind and Physically Handicapped.

Source: LC/NLSBPH

This publication, specially printed in large type to facilitate reading by visually impaired persons, lists braille books and magazines available through the Library of Congress and a national network of cooperating libraries. Information about developments and activities in library services, as well as order/purchase forms, are included.

TRANSPORTATION AND THE ELDERLY AND HANDICAPPED: A LITERATURE CAPSULE. Catalog. Department of Transportation, Transportation Systems Center. 1977. 83pp.

Source: DOT/TSC

This publication is designed to make the literature in transportation concerning the elderly and handicapped more accessible to users. The capsule is organized as follows: An

Introduction to the Literature; Selected Summaries; and An Annotated Bibliography.

HOUSING FOR THE ELDERLY AND HANDICAPPED: THE EXPERIENCE OF THE SECTION 202 PROGRAM FROM 1959 to 1977. Department of Housing and Urban Development. 1979. 143pp. ill. $3.25 ea.

Source: GPO S/N 023-000-00499-2

Section 202 of the Housing Act of 1959 was one of the first Federal programs to produce housing designed especially for elderly or handicapped Americans. This report is an objective review of the Section 202 program, including its shortcomings as well as accomplishments.

ACCESSIBLE BUILDINGS FOR PEOPLE WITH SEVERE VISUAL IMPAIRMENTS. Department of Housing and Urban Development. 1979. 118pp. ill. $4.00 ea.

Source: GPO S/N 023-000-00515-8

The results of a study to determine whether the usability of buildings for people with severe visual impairments could be enhanced through design.

A PLAYGROUND FOR ALL CHILDREN. Booklet. Department of Housing and Urban Development. 1978.

Source: GPO

These three booklets describe the development of the nation's first outdoor public playground to be especially designed for integrated play between handicapped and able-bodied children. Included in the series are:

Book 1: User Groups And Site Selection. 52pp. ill. $2.30 ea. S/N 023-000-00461-5.
Book 2: Design Competition Program. 49pp. ill. $1.60 ea. S/N 023-000-00462-3.
Book 3: Resource Book. 155pp. ill. $3.50 ea. S/N 023-000-00463-1.

YOUR MEDICARE HANDBOOK. Department of Health, Education, and Welfare, Social Security Administration. 1980. 62pp. $3.00 ea.

Source: GPO S/N 017-070-00340-1

This booklet is an easy-to-understand guide to the ins and outs of the Medicare Program. Discusses in detail many aspects of the Medicare Health Insurance Program.

NURSING HOME CARE. Booklet. Department of Health, Education, and Welfare, Social and Rehabilitation Service Administration. 1973. Rev. 1977. 33pp. ill. $1.50 ea.

Source: GPO S/N 017-061-00040-2

Contains information necessary to evaluate a nursing home and select a proper facility that will meet the patients' needs at a reasonable cost.

STRINGS 'N' THINGS, A TEACHING MANUAL FOR THE BLIND. Program and Training Journal Reprint Series No. 24. Grace Munns. Peace Corps Information Collection and Exchange. 1977. 32pp.

Source: ACTION

This manual is intended to help those with little or no craft experience in working with the blind. The purpose of this program is to teach persons to use their hands. The program begins with simple projects and progresses to more complicated ones that demand a higher degree of skill and ability.

BIBLIOGRAPHY OF SECONDARY MATERIALS FOR TEACHING HANDICAPPED STUDENTS. President's Committee on Employment of the Handicapped. 1979. Approx. 30pp.

Source: PCEH

Contains titles of materials dealing with the delivery of special educations, vocational educations, and industrial arts services to the handicapped.

ABOUT JOBS AND MENTALLY RETARDED PEOPLE. Booklet. President's Committee on Employment of the Handicapped. Government Printing Office. 1979. Approx. 30pp.

Source: PCEH

A booklet for rehabilitation counselors, employment placement specialists, psychologists, social workers, and parents of mentally retarded persons. Also intended to prepare the mentally retarded for the world of work.

TEACHER'S MANUAL TO ACCOMPANY HOW TO GET A JOB. Booklet. President's Committee on Employment of the Handicapped. Government Printing Office. 1976. 13pp.

Source: PCEH

A teachers' guide to introduce job-hunting tips to the mentally retarded.

AMERICAN PROFILE. Booklets. President's Committee on Employment of the Handicapped. 1975.

Source: PCEH

These booklets are designed to assist government officials to establish rules and regulations which will permit handicapped persons an equal opportunity to compete for jobs in government. Useful for recruiters, selective placement personnel and others working with the handicapped. The following titles are available:

What States are Doing (and Can Do) to Hire the Handicapped. 74pp.
What Cities and Counties are Doing to Hire Handicapped People. 69pp.

ONE IN ELEVEN HANDICAPPED ADULTS IN AMERICA: A SURVEY BASED ON 1970 U. S. CENSUS DATA. Booklet. President's Committee on Employment of the Handicapped. Government Printing Office. 1977. 71pp.

Source: PCEH

This booklet examines the number of handicapped individuals nationally and on a state-by-state basis. It also examines some of the characteristics of the adult handicapped population - sex, age, education, income, poverty status, and labor force status.

PEOPLE JUST LIKE YOU. Booklet. President's Committee on Employment of the Handicapped. Government Printing Office. 1979. 36pp.

Source: GPO S/N 040-000-00405-0

This guide, divided into 6 sections, is intended to create an awareness of the concerns of the handicapped.

JOB READY HANDICAPPED AMERICANS ARE FINDING MORE BUSINESS ACCEPTANCE. Reprint. President's Committee on Employment of the Handicapped.

Source: PCEH

Article by Carol Riggs reprinted from *Dun & Bradstreet Reports Magazine*, Jan.-Feb., 1979.

HOW TO ACCOMMODATE WORKERS IN WHEELCHAIRS. Reprint. 6pp.

Source: PCEH

An article by Janet Asker and Jules Asker reprinted from the October 1976 issue of *Job Safety and Health.* Discusses who the disabled are and factors such as worksite accommodations.

PREPARING FOR WORK. Booklet. President's Committee on Employment of the Handicapped. Government Printing Office. 1979. 17pp.

Source: PCEH

A guide for special class teachers, school guidance counselors, work- study specialists, families of mentally retarded young people and mentally retarded young people.

GUIDE TO JOB PLACEMENT OF MENTALLY RESTORED PEOPLE. Booklet. President's Committee on Employment of the Handicapped. Government Printing Office. 1977. 47pp.

Source: PCEH

HEAD NURSE. 2 Cassettes: C-90; 15/16 IPS.; 4 Track. RC. Barbara Villet. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1975.

Source: LC/NLSBPH RC 09537

A realistic look at the trials and tribulations of a typical nurse in a large urban hospital. The author dispels any myths about the profession and depicts the human suffering of patients from all levels of society. Strong language.

OPPORTUNITIES IN LAW ENFORCEMENT AND RELATED CAREERS. 6 reels: 5 in.; 3 3/4 IPS.; 2 Track. RM. James D. Stinchcomb. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1975.

Source: LC/NLSBPH MI-BPH (MSL-4409) RM

A comprehensive look at criminal justice jobs at city, county, and state levels; in military and federal agencies; and in court, correction and private security postions. For junior and senior high readers.

CAREERS IN HEALTH: THE PROFESSIONALS GIVE YOU THE INSIDE PICTURE ABOUT THEIR JOBS. 2 cassettes: C-90; 15/16 IPS; 4 Track. RC. Barbara Zimmerman and David B. Smith. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1978.

Source: LC/NLSBPH RC 13525

Dramatic vignettes present the activities, problems, responsibilities, and satisfactions of a wide variety of health occupations. Includes such relatively new occupations as physician's assistant and emergency medical technician. For high school and adult readers.

THE SEEDS OF TOMORROW. 2 Cassettes: C-90; 15/16 IPS. 4 Track. RC. Ben Bova. Library of Congress, National Library for the Blind and Physically Handicapped. 1978.

Source: LC/NLSBPH RC 12156

A well-known science fiction writer explores problems that must be solved today to insure a tomorrow. He considers population growth, food and fuel supplies, the information and automation revolution, outer space, and the new biology. For junior and senior high readers.

WHEREBY WE THRIVE: A HISTORY OF AMERICAN FARMING, 1607-1972. 10S.: 10in.; 8 RPM. RD. John T. Schlebecker. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1975.

Source: LC/NLSBPH RD 11260

A comprehensive study on the various aspects of farming: social, economic, and technological. Explores in detail the land, markets, technology, and science which have been responsible for its productivity.

JOBS IN RECREATION. 1 V. 28 x 28 cm. Handcopied, Grade 2. Br. Walter C. Schatz and Carl M. Tausig. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1977.

Source: LC/NLSBPH BRA 14139

Introduces various careers available in the field of recreation including park ranger, recreation therapist, landscape architect, travel agent, hotel manager, and others.

HANDBOOK OF EVERYDAY LAW. 3 cassettes: C-90; 15/16 IPS; 4 track. RC. Martin J. Ross and Jeffery S. Ross. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1975.

Source: LC/NLSBPH RC 12286

Practical layman's guide describes one's legal rights and how to protect them. Included are such aspects of law as consumer protection, tax's, women's rights, contracts, wills, real estate, trusts, and criminal law.

DOZENS OF WAYS TO MAKE MONEY. 1 Cassette: C-90; 15/16 IPS.; 4 Track. RC. Yvonne Michie Horn. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1977.

Source: LC/NLSBPH RC 12292

A clever guide to money-making ventures; includes tips on becoming one's own boss, advertising, initial supplies, and methods of operation. For junior and senior high readers.

GIVE YOURSELF CREDIT: GUIDE TO CONSUMER CREDIT LAWS. 2 cassettes: C-90; 15/16 IPS; 4 Track. RC. Congress, House Committee on Banking, Finance and Urban Affairs, Subcommittee on Consumer Affairs. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1977.

Source: LC/NLSBPH RC10429

A handy reference guide in a question-answer format explains consumer's rights in the area of loans, credit cards, billing errors and investigative reports. Also includes a comprehensive collection of credit laws up to February, 1977.

HANDICAPPED CHILD IN YOUR HOME. Booklet. Department of Health, Education, and Welfare, Office of Human Development Services, Children's Bureau. 1976. 16pp. ill. $0.35 ea.

Source: GPO S/N 017-091-00189-8

A booklet for parents of handicapped children. Discussess the special problems and challenges parents face, and stresses the importance of parents' attitudes in helping the handicapped child.

TO BUY OR NOT TO BUY. 1 multimedia kit. 1977. Sale $50.50

Source: GSA/NAC Title No. 010262/PF

Intended to teach educable mentally retarded pupils information needed to help them in their role as consumers.

Teaches the special education students to avoid making unnecessary purchases and to buy items appropriate to their needs. Includes 4 color 35 MM Filmstrips, 8 Audiocassettes, 2-Track, Mono, with audible and inaudible advance 1 Teacher Manual, and 1 Student Workbook.

SERVICES FOR THE BLIND AND PHYSICALLY HANDICAPPED. 20 min., 3/4 in. Videocassette, Col. 1976. Sale $60.00

Source: GSA/NAC Title No. 008387/PF

Explains the range of services available to those people who are temporarily or permanently unable to read. Also shows how an individual library can help this group. Designed for library personnel in small communities. Study Guide included. From the Access Series.

ACCESS AMERICA. 13 min., 16MM Film, Opt. Sd., Col. 1976. Sale $75.50

Source: GSA/NAC Title No. 008625/PF

Discusses environmental barriers. Shows well-designed, functional, accessible buildings and facilities in various locations throughout America. Concentrates on the numbers of handicapped persons, particularly wheelchair bound, and enumerates their difficulties in maneuvering in the environment. Good design solutions which provide access at minimal cost are depicted in a variety of settings.

HI-FI (REV ED). 1 Multimedia Kit. 1976. Sale $69.50

Source: GSA/NAC Title No. 007901/PF

Functions as a resource for the professional wishing to provide a workshop presentation for teachers who may have hearing-impaired students in their classrooms and who are unfamiliar with problems of hearing impairment. The manual presents an overview of mainstreaming, hearing impairment, education of the hearing impaired in special and in regular schools, and orientation of all children to mainstreaming. Over 40 pages of references to organizations and materials related to the hearing-impaired are included. Includes 1-12 min. 3/4 in. B&W Videocassette. 17 min. 2-Track. Mono. Audiocassette, and 1 Instructor's Manual with 32 transparency masters.

WORKSHOP - CREATING INSTRUCTIONAL MATERIALS FOR HANDICAPPED LEARNERS. 1 Multimedia Kit. 1975. Sale $26.00

Source: GSA/NAC Title No. 009688/PF

Encourages the teacher to adapt, improvise, and evaluate instructional materials for handicapped learners by using the suggestions and innovations presented in the workshop. Includes 2 color 35MM filmstrip/audiocassette sets with audible advance signals entitled *Selecting Instructional Materials* (7 min.) and *Getting the Most Out of the Materials* (15 min.) - 1 audiocassette entitled *Creativity* (13 min.) - and 1 coordinator's guidebook containing master copies of activity sheets. All cassettes are 2-track. mono. produced by the former Northwest Special Education Instructional Materials Center, University of Oregon, 1974. Reissued by National Center on Education.

PUBLICATIONS OF THE U. S. DEPARTMENT OF LABOR, SUBJECT LISTING JANUARY 1971 TO DECEMBER 1976. Booklet. Department of Labor, Office of Information. 1978. 70pp.

Source: DOL/IPR

This list of publications is intended as a simplified guide for people interested in labor matters; subject headings include older workers, women, handicapped workers, and agricultural labor among others.

YOUTH ON THE JOB: FEDERAL EMPLOYMENT PROGRAMS FOR NEEDY AND HANDICAPPED YOUNG PEOPLE. Leaflet. Office of Personnel Management, Office of Affirmative Employment Programs. 1979.

Source: OPM

EMPLOYMENT OF BLIND PERSONS IN THE FEDERAL SERVICE. Leaflet. Civil Service Commission, Bureau of Recruiting and Examining. 1975.

Source: OPM

EMPLOYMENT OF DEAF PERSONS IN THE FEDERAL SERVICE. Leaflet. Civil Service Commission, Bureau of Recruiting and Examining. 1975.

Source: OPM

TESTING THE HANDICAPPED FOR EMPLOYMENT PURPOSES: ADAPTATIONS FOR PERSONS WITH DYSLEXIA. Technical Memorandum 76-4. Paul van Ryn. Civil Service Commission, Bureau of Policies and Standards. 1976. 13pp. Printed Copy $3.50 ea. Microfiche $3.00 ea.

Source: NTIS PB-261-697/AS

CHILDREN'S EXPERIMENTAL WORKSHOP: EXPANDING THE PARK EXPERIENCE TO CHILDREN WITH SPECIAL NEEDS. Department of the Interior, National Park Service. 1979. 190pp. ill. $4.50 ea.

Source: GPO S/N 024-005-00735-1

Describes and illustrates activities conducted at a workshop for handicapped children and young adults at Glen Echo Park, Maryland. The participants included physically handicapped, emotionally disturbed, mentally retarded, and hearing impaired children and young adults. This publication is designed to assist those interested in developing accessible programs in a variety of settings, parks, recreation areas, community centers, and other cultural and education facilities.

PLACE OF OUR OWN: TIPS FOR MENTALLY RETARDED PEOPLE LIVING IN THE COMMUNITY. Booklet. President of the United States. 1978. 11pp. ill. $1.50 ea.

Source: GPO S/N 040-000-00398-3

This booklet describes the lifestyle of mentally retarded people living in group homes or halfway houses. It offers advice on such aspects of daily life as personal appearance, household chores, money management, personal relationships, and more.

DISADVANTAGED

GUIDANCE NEEDS OF SPECIAL POPULATIONS. Department of Health, Education, and Welfare, Office of Education. 1979. 28pp. $1.50 ea.

Source: GPO S/N 017-080-01969-8

Special needs populations in educational and employment settings include the handicapped, and those who have academic, socio-economic, cultural, or other disadvantages which prevent them from being successful in traditional and regular occupational programs.

TEACHING MOTHERS MOTHERING. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1977. 19pp. $1.10 ea.

Source: GPO S/N 017-024-00697-1

A recent project of Florida University's Institute for Development of Human Resources involved intervention into homes in the lowest socioeconomic level to help enrich the environment of young children and, in particular, to teach mothers more effective ways of stimulating their young children in order to help negate the high risk of educational failure, personality disorder, antisocial behavior, and mental illness. This booklet describes the project, summarizes its findings, and discusses the relevance of related projects.

POVERTY STATUS OF FAMILIES UNDER ALTERNATIVE DEFINITIONS OF INCOME, BACKGROUND PAPER. United States Congress. 1977. 35pp. $1.05 ea.

Source: GPO S/N 052-070-04061-1

Congress will soon be considering legislation to reform social welfare programs. Important criteria for evaluating new proposals are how it will affect families in poverty and what it costs. This booklet provides the basis for such an evaluation by analyzing how the current income transfer programs lift families out of poverty.

CAREER EDUCATION FOR SPECIAL POPULATIONS. Department of Health, Education, and Welfare, Office of Education. 1976. 21pp. $0.45 ea.

Source: GPO S/N 017-080-01612-5

ON-THE-JOB TRAINING: CETA PROGRAM MODELS. Department of Labor. Revised 1978. 39pp. ill. $1.80 ea.

Source: GPO S/N 029-000-00334-3

HEALTH CARE IN RURAL AMERICA. Agriculture Information Bulletin No. 428. Mary C. Ahearn. Department of Agriculture, Economics, Statistics, and Cooperatives Service. 1979. 36pp. $0.65 ea.

Source: GPO S/N 001-000-03275-5

This report compares health needs and resources in both areas, and shows that nonmetro areas' lower incomes, larger aged populations, hazardous occupations, and lower educational levels contribute to poorer health care conditions than in metro areas.

HEALTH: A SELECTED LIST OF BOOKS THAT HAVE APPEARED IN TALKING BOOK TOPICS AND BRAILLE BOOK REVIEW. Library of Congress, National Library Service for the Blind and Physically Handicapped. Government Printing Office. 1979. 80pp.

Source: LC/NLSBPH

This bibliography is a guide to braille, cassette and disc books about health. All titles listed are in the national collection of the National Library Service for the Blind and Physically Handicapped of the Library of Congress. *Health* is also available in large print, braille and disc formats.

SCIENCE 1978: A SELECTED LIST OF BOOKS THAT HAVE APPEARED IN TALKING BOOK TOPICS AND BRAILLE BOOK REVIEW. Library of Congress, National Library Service for the Blind and Physically Handicapped. Government Printing Office. 1978. 73pp.

Source: LC/NLSBPH

This bibliography is a guide to braille, cassette, and disc titles in the National Science and Technology Collection. Available in large print.

VOCATIONAL EDUCATION AND TRAINING FOR THE NON-HANDICAPPED: A BIBLIOGRAPHY WITH ABSTRACTS. A. Young. National Technical Information Service. 1978. 194pp. $28.00 ea.

Source: NTIS NTIS/PS-78/0315

Included are evaluations of technical schools or curricula. The evaluations are developed from the standpoint of both the industry's and the individual's needs. The reports abstracted cover programs aimed at the hardcore unemployed and the socially and economically disadvantaged.

YOUR MEDICARE HANDBOOK. Department of Health, Education, and Welfare, Social Security Administration. 1980. 62pp. $3.00 ea.

Source: GPO S/N 017-070-00340-1

This booklet is an easy-to-understand guide to the ins and outs of the Medicare Program. Discusses in detail many aspects of the Medicare Health Insurance Program.

JOBS FOR WHICH YOU CAN QUALIFY IF YOU'RE NOT A HIGH SCHOOL GRADUATE. Pamphlet. Department of Labor, Bureau of Labor Statistics. Government Printing Office. 1979. Approx. 20pp. $1.75 ea.

Source: GPO S/N 029-001-02449-5

Contains a list of occupations for which a high school diploma is not required; highlights the job qualifications and employment outlook for each.

IMPROVING EMPLOYMENT OPPORTUNITIES FOR FEMALE BLACK TEENAGERS IN NEW YORK CITY. R & D Monograph 47. Department of Labor, Employment and Training Administration. 1977. 262pp.

Source: DOL/ETA

This project was a follow-up of an earlier MARC study completed in June 1972: 'Unemployment Among Black Teenage Females in Urban Poverty Neighborhoods' (Manpower Demonstration Project 41-0-000-34). Much of the impetus for both of the studies came from the fact that the unemployment rate for young black females was the highest of any sex and age category in the labor force. In the first part of this report the organization and implementation of a peer group mechanism for assisting young black women in their entry into the world of work is described. The second part of the report includes a description and analysis of the research that assesses the impact of the program.

INCOME INEQUALITY AND EMPLOYMENT. R D Monograph 66. Booklet. Department of Labor, Employment and Training Administration. 1978. 60pp.

Source: DOL/ETA

This monograph is a review and analysis of over 50 research and development projects which have dealt with welfare recipients and the low-wage employed. The process by which welfare recipients move into the ranks of the employed, and the extent to which this is accomplished as a result of training programs, are examined.

THE WOMEN'S BUREAU: WORKING FOR EQUALITY IN EMPLOYMENT FOR WOMEN. Leaflet 1. Department of Labor, Women's Bureau. Government Printing Office. 1979.

Source: DOL/WB

Describes the policies, programs, and issues of the Women's Bureau, the only Federal agency devoted exclusively to the concerns of women in the labor force. It also lists the Bureau's target groups: minority women, mature and re-

entry women, displaced homemakers, young women, battered women, women offenders and ex-offenders, low-income women, rural women, and women business owners.

EMPLOYMENT AND ECONOMIC ISSUES OF LOW-INCOME WOMEN: REPORT OF A PROJECT. Department of Labor, Women's Bureau. 31pp.

Source: DOL/WB

YOUTH ON THE JOB: FEDERAL EMPLOYMENT PROGRAMS FOR NEEDY AND HANDICAPPED YOUNG PEOPLE. Leaflet. Office of Personnel Management, Office of Affirmative Employment Programs. 1979.

Source: OPM

OLDER AMERICANS

EMPLOYMENT NEEDS OF THE RURAL AND THE MINORITY ELDERLY, HEARINGS 94TH CONGRESS, 2ND SESSION, JUNE 10, 1976. United States Congress. 1976. 45pp. $0.70 ea.

Source: GPO S/N 052-070-03697-4

NUTRITION PROGRAMS FOR THE ELDERLY, A GUIDE TO MENU PLANNING, BUYING, AND THE CARE OF FOOD FOR COMMUNITY PROGRAMS. Department of Agriculture, Agricultural Research Service. 1975. 44pp. ill. $1.05 ea.

Source: GPO S/N 001-011-00162-2

MEDICAL APPLIANCES AND THE ELDERLY, UNMET NEEDS AND EXCESSIVE COSTS FOR EYEGLASSES, HEARING AIDS, DENTURES, AND OTHER DEVICES. United States Congress. 1976. 45pp. $0.75 ea.

Source: GPO S/N 052-070-03841-1

ADULT DAY FACILITIES FOR TREATMENT, HEALTH CARE AND RELATED SERVICES, A WORKING PAPER, SPECIAL COMMITTEE ON AGING, 94TH CONGRESS, 2ND SESSION. United States Congress. 1976. 116pp. $2.40 ea.

Source: GPO S/N 052-070-03640-1

AOA OCCASIONAL PAPERS IN GERONTOLOGY: NUMBER 2, HUMAN RESOURCES ISSUES IN THE FIELD OF AGING, HOMEMAKER-HOME HEALTH AIDE SERVICES. Department of Health, Education, and Welfare, Social and Rehabilitation Service Administration, Administration on Aging. 1977. 32pp. ill. $1.50 ea.

Source: GPO S/N 017-062-00109-0

Describes a typical agency that provides homemaker-home health aide services to the aged, including the services it provides and the clients it serves.

CONGREGATE HOUSING FOR OLDER PEOPLE, AN URGENT NEED, A GROWING DEMAND. Department of Health, Education, and Welfare, Social and Rehabilitation Service Administration, Administration on Aging. 1977. 221pp. $3.00 ea.

Source: GPO S/N 017-062-00107-3

COORDINATING TRANSPORTATION FOR THE ELDERLY AND HANDICAPPED, A STATE OF THE ART REPORT: THE INSTITUTE OF PUBLIC ADMINISTRATION. Department of Health, Education, and Welfare, Social and Rehabilitation Service Administration, Administration on Aging. 1977. 148pp. ill. $2.75 ea.

Source: GPO S/N 017-062-00110-3

Identifies and examines on-going transportation projects in which coordination and/or consolidation of funds or services have been undertaken.

BUILT ENVIRONMENT FOR THE ELDERLY AND THE HANDICAPPED: A SELECTED BIBLIOGRAPHY. Department of Housing, and Urban Development. 1979. 72pp. $3.50 ea.

Source: GPO S/N 023-000-00529-8

CARE AND INDEPENDENT LIVING SERVICES FOR AGING: COMPETENCY BASED TEACHING MODULE. Department of Health, Education, and Welfare, Office of Education. 1977. 1377pp. $15.00 ea.

Source: GPO S/N 017-080-01760-1

COMMUNITY COLLEGES RESPOND TO ELDERS, A SOURCEBOOK FOR PROGRAM DEVELOPMENT. Department of Health, Education, and Welfare, Office of Education. 1975. 72pp. $1.90 ea.

Source: GPO S/N 017-080-01499-8

Defines the educational needs of older adults and surveys some of the programs carried out by community colleges in response to those needs. Also provides an outline of suggested core curriculums and a model for program development, based on other successful educational programs for older adults.

ELDER-ED KIT. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1979. $2.50 ea.

Source: GPO S/N 017-024-00875-3

The kit consists of 5 pamphlets and an ID card designed to educate older Americans on the responsible use of prescriptions and over-the- counter drugs.

HANDLE YOURSELF WITH CARE: ACCIDENT PREVENTION FOR OLDER AMERICANS. Department of Health, Education, and Welfare, Social and Rehabilitation Service Administration, Administration on Aging. 1975. 20pp. ill. $0.40

Source: GPO S/N 017-062-00011-5

Alerts you to dangers in and outside the home which lead to accidents and methods of avoiding them. Falls, dangers of fire, care in handling medicines, and safety points to be remembered as drivers and pedestrians, are dealt with in particular.

HOUSING THE ELDERLY: INTEGRATION OF HEALTH AND SOCIAL SERVICES, JOINT HEARING BEFORE THE SELECT COMMITTEE ON AGING, SUBCOMMITTEE ON HEALTH AND LONG-TERM CARE, AND SUBCOMMITTEE ON HOUSING AND CONSUMER INTERESTS, 95TH CONGRESS, 1ST SESSION, MARCH 24, 1977. United States Congress. 1977. 214pp. ill. $3.00 ea.

Source: GPO S/N 052-070-04314-8

LOW RISE HOUSING FOR OLDER PEOPLE: BEHAVIORAL CRITERIA FOR DESIGN. Deparment of Housing and Urban Development. 1977. 141pp. ill. $3.00 ea.

Source: GPO S/N 023-000-00434-8

NATIONAL DIRECTORY OF EDUCATIONAL PROGRAMS IN GERONTOLOGY. Department of Health,

Education, and Welfare, Social and Rehabilitation Service Administration, Administration on Aging. 5pp. $9.35 ea.

Source: GPO S/N 017-062-00105-7

NEED FOR HEALTH AND SOCIAL SERVICES IN ELDERLY HOUSING, JOINT HEARINGS BEFORE THE SELECT COMMITTEE ON AGING, SUBCOMMITTEE ON HOUSING AND CONSUMER INTERESTS, HOUSE, 95TH CONGRESS, 2ND SESSION, APRIL 12, 1978. United States Congress. 1978. 192pp. ill. $3.00 ea.

Source: GPO S/N 052-070-04610-4

SINGLE ROOM OCCUPANCY: A NEED FOR NATIONAL CONCERN. Booklet. United States Congress. 1978. 57pp. $1.90 ea.

Source: GPO S/N 052-070-04542-6

This booklet reports on a group of older Americans who live alone in single room occupancy hotels, generally located in decaying and crime ridden sections of our cities. It calls to attention the need for single room occupancy and summarizes the health, safety, and availability problems that exist.

SOCIAL WORK GUIDE FOR LONG-TERM CARE FACILITIES. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1976. 216pp. ill. $3.25 ea.

Source: GPO S/N 017-024-00323-9

A guide for improving services to institutionalized older people and their families through the use of social work knowledge and skills. The book attempts to identify the value of social work in long term facilities and provides material basic to social work practice in actual situations.

STANDARDS AND EDUCATIONAL GUIDELINES FOR GERONTOLOGIC NURSING PRACTICES. Veterans Administration. 1978. 38pp. $1.70 ea.

Source: GPO S/N 051-000-00119-2

TO FIND THE WAY TO OPPORTUNITIES AND SERVICES FOR OLDER AMERICANS. Department of Health, Education, and Welfare, Social and Rehabilitation Service Administration. 1975. 44pp. $0.80 ea.

Source: GPO S/N 017-062-00091-3

Provides information for older Americans on special services available in many communities. Among the opportunities and services discussed are health programs, employment, adult education, and involvement in voluntary service projects.

TRAINING NEEDS IN GERONTOLOGY, HEARING BEFORE THE SPECIAL COMMITTEE ON AGING, SENATE, 94TH CONGRESS, 1ST SESSION, PART 3, MARCH 7, 1975. United States Congress. 1975. 40pp. $0.50 ea.

Source: GPO S/N 052-070-03062-3

CAREER EDUCATION FOR SPECIAL POPULATIONS. Department of Health, Education, and Welfare, Office of Education. 1976. 21pp. $0.45 ea.

Source: GPO S/N 017-080-01612-3

OCCUPATIONAL THERAPISTS WHO HELP OLDER PEOPLE. Pamphlet. Department of Labor, Bureau of Labor Statistics. 1979. 17pp. ill. $1.20 ea.

Source: GPO S/N 029-001-02292-1

Discusses training requirements and the employment outlook for occupational therapists serving older people and includes a directory of state agencies on aging.

UTILIZATION OF OLDER WORKERS. Government Printing Office. 1979. 76pp. $3.50 ea.

Source: GPO S/N 052-003-00698-7

YOUR RETIREMENT: A FINANCIAL PLANNING GUIDE. Home and Garden Bulletin Number 230. Guidebook. Cynthia L. Jennings and Katherine S. Tippett. Department of Agriculture, Science and Education Administration. Government Printing Office. Revised 1979. 32pp.

Source: GPO 001-000-04071-5

A guidebook designed to help persons of all ages plan wisely for their retirement. With suggestions, statistics on life expectancy, inflation rate, etc.

FOOD GUIDE FOR OLDER FOLKS. Home and Garden Bulletin No. 17. Mabel A. Walker and Mary M. Hill. Department of Agriculture, Agricultural Research Service. 1977. 19pp. $1.10 ea.

Source: GPO S/N 001-000-03321-2. Also available fro USDA/GPA.

Food guide composed of nutritious meals that fit the changing nutrient needs of older people.

COOPERATIVE APPROACH TO CRAFTS. Program Aid 1156. Booklet. Gerald E. Ely and William R. Seymour. Department of Agriculture, Farmer Cooperative Service.

Source: USDA/GPA

This publication discusses some of the possibilities that exist for a craft organization, several factors that must be considered before a craft program is formulated, and several initial steps to be taken in establishing a craft cooperative for senior citizens.

ADMISSIONS. 4 min., 16MM Film, Opt. Sd., Col. 1976. Sale $23.25

Source: GSA/NAC Title No. 007998/RR

Contrasts two different attitudes displayed by a nursing home admissions officer. Shows one cold and indifferent, and the other concerned and sympathetic to the prospective patient's needs. One instructor's manual and 8 copies of the student guidebook included. From the *It Can't Be Home* Series. Cleared for TV.

IT CAN'T BE HOME - A SERIES. 9 16MM Films, Opt. Sd. 1976. Sale $197.75

Source: GSA/NAC Title No. 008090/RR

Examines some of the psychological and medication management problems experienced by residents. Presents the sometimes depressing facts about nursing homes with the hope that positive change will come about in deficient institutions. 8 copies of each student guidebook and 2 instructor's manuals are included. Cleared for TV.

Admissions. 4 min.
Death as a Part of Living. 3 min.
Eating is More than Taking Food. 4 min.
Intimacy and Distance. 5 min.
Need for Human Interaction, The 3 min.
Need for Work, The 3 min.
Routine Administration of Drugs, The 3 min.

THIS WAY TO REALITY. 114 min., 2 x 2 Slides, Audiocassette, Col. 1975. Sale $139.50

Source: GSA/NAC Title No. 009870/RR

Introduces reality orientation techniques and their practical application to families of geriatric patients and non-institutional personnel as well as medical professionals in the field of mental health as applied to the aging. Discusses the problems of the elderly in institutions. Demonstrates that the program can help many aged persons continue functioning with minimal assistance and care. 701 slides, with audible and inaudible advance signals. 1 guidebook and 1 AHA booklet included.

TRANSPORTATION AND THE ELDERLY AND HANDICAPPED: A LITERATURE CAPSULE. Catalog. Department of Transportation, Transportation Systems Center. 1977. 83pp.

Source: DOT/TSC

This publication is designed to make the literature in transportation concerning the elderly and handicapped more accessible to users. The capsule is organized as follows: An Introduction to the Literature; Selected Summaries; and An Annotated Bibliography.

FEET FIRST. HRA75-81. Teaching Manual. Department of Health, Education, and Welfare, Health Resources Administration. 1975.

Source: GPO S/N 017-041-00011-8

A simplified teaching manual of preventive foot care for patients, especially older persons and diabetics.

MYTHS AND REALITIES ABOUT CRIME. Booklet. Department of Justice. 1978. 52pp. $2.30 ea.

Source: GPO S/N 027-000-00722-8

Myth: Elderly persons make up the most heavily victimized age group in our society. Reality: Rates of victimization are far higher for young individuals than for senior citizens. This and 22 other popular myths and surprising realities, along with supporting data, are presented in this booklet.

OBSERVATIONS ON GERIATRIC MEDICINE. Department of Health, Education, and Welfare, Social and Rehabilitation Services Administration, Administration on Aging. 1979. 40pp. ill. $1.20 ea.

Source: GPO S/N 017-062-00114-6

Presents a concise summary of the ballooning health care needs of our elderly citizens, outlines common diseases and disorders of the elderly, provides a plan for improving the delivery of health care for the elderly, and much more.

HOUSING FOR THE ELDERLY AND HANDICAPPED: THE EXPERIENCE OF THE SECTION 202 PROGRAM FROM 1959 to 1977. Department of Housing and Urban Development. 1979. 143pp. ill. $3.25 ea.

Source: GPO S/N 023-000-00499-2

Section 202 of the Housing Act of 1959 was one of the first Federal programs to produce housing designed especially for elderly or handicapped Americans. This report is an objective review of the Section 202 program, including its shortcomings as well as accomplishments.

HOW TO SELECT A NURSING HOME. Department of Health, Education, and Welfare, Public Health Service. 1977. 52pp. ill. $0.90 ea.

Source: GPO S/N 017-022-00502-6

This publication will give the information necessary to evaluate and select a nursing facility that will meet the needs of the patient at a reasonable cost.

WORKING WITH OLDER PEOPLE: A GUIDE TO PRACTICE. Department of Health, Education, and Welfare, Public Health Service, Community Health Services Bureau. 1978

Source: GPO

This two-volume series provides basic practical information for those who work with older people. The following are available:

Volume 1: The Knowledge Base. 191pp. $3.75 ea. S/N 017-026-00074-7.

Volume 2: Human Services. 207pp. $4.25 ea. S/N 017-026-00075-5.

YOUR MEDICARE HANDBOOK. Department of Health, Education, and Welfare, Social Security Administration. 1980. 62pp. $3.00 ea.

Source: GPO S/N 017-070-00340-1

This booklet is an easy-to-understand guide to the ins and outs of the Medicare Program. Discusses in detail many aspects of the Medicare Health Insurance Program.

NURSING HOME CARE. Booklet. Department of Health, Education, and Welfare, Social and Rehabilitation Service Administration. 1973. Rev. 1977. 33pp. ill. $1.50 ea.

Source: GPO S/N 017-061-00040-2

Contains information necessary to evaluate a nursing home and select a proper facility that will meet the patients' needs at a reasonable cost.

RESIDENTIAL REPAIR AND RENOVATION FOR THE ELDERLY. Edward Steinfeld. Department of Health, Education, and Welfare, Office of Human Development Services. 1977. 113pp.

Source: HEW/HDS

PUBLICATIONS OF THE U. S. DEPARTMENT OF LABOR, SUBJECT LISTING JANUARY 1971 TO DECEMBER 1976. Booklet. Department of Labor, Office of Information. 1978. 70pp.

Source: DOL/IPR

This list of publications is intended as a simplified guide for people interested in labor matters; subject headings include older workers, women, handicapped workers, and agricultural labor among others.

WORKLIFE. Monthly Periodical. Department of Labor, Employment and Training Administration. $15.30/year.

Source: GPO

This is the official journal of the Employment and Training Administration. Past issues have covered topics such as nontraditional jobs exploration, older workers, CETA, flexitime and union apprenticeships. Book reviews and publications' lists are usually included.

YOUTH EMPLOYMENT

THE BUDGET OPTIONS FOR YOUTH EMPLOYMENT PROBLEMS. United States Congress. 1977. 52pp. $1.10 ea.

Source: GPO S/N 052-070-03949-3

YOUTH AND MINORITY UNEMPLOYMENT, A STUDY. United States Congress. 1977. 27pp. $1.30 ea.

Source: GPO S/N 052-070-04098-0

CATALOG OF FEDERAL YOUTH PROGRAMS. Department of Health, Education, and Welfare, Children's Bureau. 1976. 265pp. ill. $2.25 ea.

Source: GPO S/N 017-091-00216-9

Contains descriptions of 160 Federal Government programs that benefit and assist young people, including the School Breakfast Program, [illegible]ward Bound, and the President's Council on Physical Fitness and Sports. Tells how organizations may apply for aid from each program.

TITLE 20 AND CETA, A COORDINATION GUIDE FOR TITLE 20 ADMINISTRATORS. Department of Health, Education, and Welfare, Office of Human Development Services. 43pp. $1.15 ea.

Source: GPO S/N 017-090-00023-2

Provides insights into what the Comprehensive Employment and Training Act (CETA) is and how it can benefit social services (TITLE 20) programs.

CAREER EDUCATION AND THE COMPREHENSIVE EMPLOYMENT TRAINING ACT. Department of Health, Education, and Welfare, Office of Education. 1978. 56pp. $2.30 ea.

Source: GPO S/N 017-080-01862-4

Traces the role of youth in pre-CETA Manpower Programs and in CETA to 1977, and makes some recommendations for linking career education to current youth employment policies.

CAREER EDUCATION FOR SPECIAL POPULATIONS. Department of Health, Education, and Welfare, Office of Education. 1976. 21pp. $0.45 ea.

Source: GPO S/N 017-080-01612-5

CLASSROOM TRAINING, THE OIC APPROACH: CETA PROGRAM MODELS. Department of Labor. Government Printing Office. 1978. 24pp. ill. $1.40 ea.

Source: GPO S/N 029-000-00329-7

Discusses classroom training as a component of employment and training programs. The paper is based on the classroom training experiences and philosophy of the Opportunities Industrialization Centers (OIC).

ON-THE-JOB TRAINING: CETA PROGRAM MODELS. Department of Labor. Revised 1978. 39pp. ill. $1.80 ea.

Source: GPO S/N 029-000-00334-3

YEDPA AND CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1978. 42pp. $2.10 ea.

Source: GPO S/N 017-080-01889-6

Outlines the results of two mini-conferences concerning the Youth Employment and Demonstration Projects Act and Career Education.

YOUTH ADULT CONSERVATION CORPS. Pamphlet. Department of the Interior, Bureau of Land Management. 1978. 6pp. ill. $0.60 ea. $5.25 per hundred.

Source: GPO S/N 024-011-00096-8

Discusses employment opportunities with the YACC (Young Adult Conservation Corps).

YOUNG WOMEN AND EMPLOYMENT, WHAT WE KNOW AND NEED TO KNOW ABOUT THE SCHOOL-TO-WORK TRANSITION: REPORT OF A CONFERENCE. Department of Labor, Women's Bureau. 1978. 91pp. $2.75 ea.

Source: GPO S/N 029-002-00052-5

YOUTH SERVING THE COMMUNITY: REALISTIC PUBLIC SERVICE ROLES FOR YOUNG WORKERS. Department of Labor. 1979. 149pp. $4.75 ea.

Source: GPO S/N 029-000-00370-0

Presents information on public service job projects which are particularly suitable or can be adapted for youth. Describes projects in the following fields: health, housing, environment and conservation, social services, public safety, public works, cultural and beautification, education, economic and community development, and clerical and administrative work.

VOCATIONAL EDUCATION AND TRAINING FOR THE NON-HANDICAPPED: A BIBLIOGRAPHY WITH ABSTRACTS. A. Young. National Technical Information Service. 1978. 194pp. $28.00 ea.

Source: NTIS NTIS/PS-78/0315

Included are evaluations of technical schools or curricula. The evaluations are developed from the standpoint of both the industry's and the individual's needs. The reports abstracted cover programs aimed at the hardcore unemployed and the socially and economically disadvantaged.

DOZENS OF WAYS TO MAKE MONEY. 1 Cassette: C-90; 15/16 IPS.; 4 Track. RC. Yvonne Michie Horn. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1977.

Source: LC/NLSBPH RC 12292

A clever guide to money-making ventures; includes tips on becoming one's own boss, advertising, initial supplies, and methods of operation. For junior and senior high readers.

EMPLOYMENT AND TRAINING ADMINISTRATION PUBLICATIONS AVAILABLE FROM DEPARTMENT OF LABOR WAREHOUSE. Catalog. Department of Labor, Employment and Training Administration. 1978. 19pp.

Source: DOL/ETA

JOBS FOR WHICH YOU CAN QUALIFY IF YOU'RE NOT A HIGH SCHOOL GRADUATE. Pamphlet. Department of Labor, Bureau of Labor Statistics. Government Printing Office. 1979. Approx. 20pp. $1.75 ea.

Source: GPO S/N 029-001-02449-5

Contains a list of occupations for which a high school diploma is not required; highlights the job qualifications and employment outlook for each.

MANPOWER MAGAZINE. Monthly Periodical. Department of Labor, Manpower Administration. $15.30/year.

Source: GPO

This is the official journal of the Manpower Administration; past issues have covered topics such as basic education and job training, public service jobs, technical education and careers in industry. Book reviews and lists of publications are usually included.

WORKLIFE. Monthly Periodical. Department of Labor, Employment and Training Administration. $15.30/year.

Source: GPO

This is the official journal of the Employment and Training Administration. Past issues have covered topics such as

nontraditional jobs exploration, older workers, CETA, flexitime and union apprenticeships. Book reviews and publications' lists are usually included.

IMPROVING EMPLOYMENT OPPORTUNITIES FOR FEMALE BLACK TEENAGERS IN NEW YORK CITY. R & D Monograph 47. Department of Labor, Employment and Training Administration. 1977. 262pp.

Source: DOL/ETA

This project was a follow-up of an earlier MARC study completed in June 1972: 'Unemployment Among Black Teenage Females in Urban Poverty Neighborhoods' (Manpower Demonstration Project 41-0-000-34). Much of the impetus for both of the studies came from the fact that the unemployment rate for young black females was the highest of any sex and age category in the labor force. In the first part of this report the organization and implementation of a peer group mechanism for assisting young black women in their entry into the world of work is described. The second part of the report includes a description and analysis of the research that assesses the impact of the program.

PUTTING AMERICA'S FUTURE TO WORK. Booklet. Department of Labor, Employment and Training Administration. 1979. 20pp.

Source: DOL/ETA

This is the story of young people who are taking their first steps into the labor market, and it is the story of government sponsored employment and training programs that aim to assist and direct them during this difficult learning and adjustment period.

TRIO FOR YOUTH. Booklet. Department of Labor, Employment and Training Administration. 1979. 13pp.

Source: DOL/ETA

CARPENTRY: A TRADE WORTH LEARNING THROUGH APPRENTICESHIP. Pamphlet. Department of Labor, Employment and Training Administration.

Source: DOL/ETA

Defines the job of a carpenter and an apprentice. Lists the general qualifications and term of a carpentry apprenticeship. Describes best way to enter an apprenticeship.

EQUAL OPPORTUNITY IN APPRENTICESHIP: A GUIDE FOR PROGRAM SPONSORS. Pamphlet. Department of Labor, Employment and Training Administration. 1979. 8pp.

Source: DOL/ETA

Provides a brief explanation of the Department of Labor's equal employment opportunity regulations and exactly what they require. It also lists some activities supported by the Department that can help program sponsors reach their affirmative action goals.

TRAINING OPPORTUNITIES IN JOB CORPS. Directory. Department of Labor, Employment and Training Administration. 1979. 48pp.

Source: DOL/ETA

This directory provides a list of vocational courses offered at 103 Job Corps centers located in 42 states, the District of Columbia, and Puerto Rico. Job Corps provides intensive training, work experience, and counseling on a residential or nonresidential basis. These facilities, programs, and the vocational courses listed in this directory, are available for training adults and youth who are out of work or school and who need additional skills to secure and hold meaningful employment.

YOUTH ON THE JOB: FEDERAL EMPLOYMENT PROGRAMS FOR NEEDY AND HANDICAPPED YOUNG PEOPLE. Leaflet. Office of Personnel Management, Office of Affirmative Employment Programs. 1979.

Source: OPM

NATIONAL CENTER FOR SERVICE LEARNING. Information Kit. 1979. $5.00 ea.

Source: GPO S/N 056-000-00021-6

The National Center for Service Learning was founded in 1969 as the National Student Volunteer Program and is part of ACTION, the federal volunteer service agency. The Center provides free training programs, resource materials, and technical assistance to service learning and student volunteer programs in high schools and colleges across the country, and also conducts selected research studies on service learning. Enclosed in this kit is information on the publications and resource materials, training activities, and consultant services developed by the Center.

OCCUPATIONAL TRAINING GUIDE. ET Handbook No. 325. Department of Labor, Employment and Training Administration. 1976. Approx. 100pp.

Source: DOL/ETA

The purpose of this guide is to assist Job Corps instructors in establishing coordinated training programs by providing procedures and guidelines to: analyze vocational curricula so that they reflect training requirements, plan, implement, evaluate and, when necessary, modify the training.

SYNERGIST. Periodical. Action's National Center for Service - Learning. $5.00/year.

Source: GPO. Also available from ACTION.

Three times a year the National Center for Service-Learning publishes *Synergist* a 56 page technical journal for educators who work with programs that integrate course work and community service. *Synergist* aims to demonstrate how service-learning in general, innovative projects and programs in particular, improve the quality of life for the least privileged members of society, and the quality of learning for all students. The 35,000 readers include secondary and post-secondary administrators and teachers as well as those involved in social change activities in the United States and 57 other countries. Indexes for *Synergist* are available for all years of publication as are reprints of selected articles. The *Synergist* and all NCSL resource materials are free. Libraries and profit-making institutions must pay the subscription fee.

DISPLACED HOMEMAKERS

CHANGING DIRECTIONS IN THE TREATMENT OF WOMEN: A MENTAL HEALTH BIBLIOGRAPHY. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1979. 508pp. $7.00 ea.

Source: GPO S/N 017-024-00920-2

RESOURCES IN WOMEN'S EDUCATION EQUITY, NONPRINT MEDIA AND MATERIALS. Department of Health, Education, and Welfare, Office of Education. 1978. 243pp. $4.25 ea.

Source: GPO S/N 017-080-01836-5

Each listing provides a title, author, distributor, format, price, abstract, and source.

WOMEN'S AMERICAN ORT AND CAREER EDUCATION. Pamphlet. Department of Health, Education, and Welfare, Office of Education. 1978. 20pp. $1.50 ea

Source: GPO S/N 017-080-01904-3

Provides a basic understanding of Women's American ORT (Organization of Rehabilitation Through Training) and outlines ways it can be utilized to further the concept of career education as a collaborative community effort.

CAREER EDUCATION FOR SPECIAL POPULATIONS. Department of Health, Education, and Welfare, Office of Education. 1976. 21pp. $0.45 ea.

Source: GPO S/N 017-080-01612-5

MIDLIFE WOMEN: POLICY PROPOSALS ON THEIR PROBLEMS. Booklet. United States Congress. 1979. 21pp. $1.30 ea.

Source: GPO S/N 052-070-04937-5

Presents the summaries of 18 papers dealing with topics of vital interest to women in this age group, including: role changes, displaced homemakers, new careers, age discrimination, alternative housing, and many others.

PUBLICATIONS OF THE U. S. DEPARTMENT OF LABOR, SUBJECT LISTING JANUARY 1971 TO DECEMBER 1976. Booklet. Department of Labor, Office of Information. 1978. 70pp.

Source: DOL/IPR

This list of publications is intended as a simplified guide for people interested in labor matters; subject headings include older workers, women, handicapped workers, and agricultural labor among others.

FROM HOMEMAKING TO MONEYMAKING. Department of Labor, Bureau of Labor Statistics. Government Printing Office. 1978. 15pp.

Source: DOL/BLS

Reprinted from the Winter, 1978 issue of *Occupational Outlook Quarterly.*

THE WOMEN'S BUREAU: WORKING FOR EQUALITY IN EMPLOYMENT FOR WOMEN. Leaflet 1. Department of Labor, Women's Bureau. Government Printing Office. 1979.

Source: DOL/WB

Describes the policies, programs, and issues of the Women's Bureau, the only Federal agency devoted exclusively to the concerns of women in the labor force. It also lists the Bureau's target groups: minority women, mature and reentry women, displaced homemakers, young women, battered women, women offenders and ex-offenders, low-income women, rural women, and women business owners.

A GUIDE TO COORDINATING CETA/VOCATIONAL EDUCATION LEGISLATION AFFECTING DISPLACED HOMEMAKER PROGRAMS. Department of Labor, Women's Bureau. 1979. 38pp.

Source: DOL/WB

DISPLACED HOMEMAKERS: A CETA PROGRAM MODEL, FITCHBURG, MASSACHUSETTS. Department of Labor, Women's Bureau. 1978. 60pp. $2.20 ea.

Source: GPO S/N 029-000-00342-4

VOCATIONAL EDUCATION

DEVELOPMENT OF INDIVIDUALIZED EDUCATION PROGRAMS (IEP) FOR THE HANDICAPPED IN VOCATIONAL EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1979. 60pp. $2.40 ea.

Source: GPO S/N 017-080-01954-0

Addresses the specifics of the laws, provides an analysis of literature sources relating to the development and implementation of the IEP in vocational education, and discusses the implications of the findings for vocational education at state and local levels.

LEAST RESTRICTIVE ALTERNATIVE FOR HANDICAPPED STUDENTS. Department of Health, Education, and Welfare, Office of Education. 1979. 40pp. $1.80 ea.

Source: GPO S/N 017-080-01953-1

Describes the least restrictive alternative to the vocational education of people with handicaps.

OCCUPATIONAL SAFETY AND HEALTH IN VOCATIONAL EDUCATION: A GUIDE FOR ADMINISTRATORS, FACULTY, AND STAFF. Guidebook. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1979. 184pp. ill. $4.25 ea.

Source: GPO S/N 017-033-00347-5

INTRODUCTION TO THE VOCATIONAL REHABILITATION PROCESS: A TRAINING MANUAL. Department of Health, Education, and Welfare, Social and Rehabilitation Service Administration. 1976. 201pp. ill. $3.30 ea.

Source: GPO S/N 017-061-00021-6

OUTDOOR CLASSROOMS ON SCHOOL SITES. Department of Agriculture. 1976. 22pp. ill. $0.50 ea.

Source: GPO S/N 001-000-01458-7

This book gives information on developing an outdoor classroom and includes many photographs illustrating ideas for students in outdoor classrooms. It contains many ideas that will be of special interest to teachers and school administrators.

DECISION POINTS IN DEVELOPING NEW PRODUCTS. Small Business Administration. 1976. 64pp. ill. $1.50 ea.

Source: GPO S/N 045-000-00146-6

IMPROVING OCCUPATIONAL PROGRAMS FOR THE HANDICAPPED. Department of Health, Education, and Welfare, Office of Education. 1976. 227pp. ill. $2.85 ea.

Source: GPO S/N 017-080-01637-1

Discusses practical methods for helping the handicapped gain employment. Advice is provided on: designing and setting up an education/training program; reaching and selecting students; preparing for specific skill training, vocational training, and supportive and social services; and transition to the work world, job placement, and follow-up. Includes a program evaluation checklist, a variety of program abstracts, and a sampling of case studies.

CAREER EDUCATION AND VOCATIONAL EDUCATION, SIMILARITIES AND CONTRASTS. Department of Health, Education, and Welfare, Office of Education. 1977. 19pp. $1.10 ea.

Source: GPO S/N 017-080-01742-3

OCCUPATIONAL TRAINING IN SELECTED METALWORKING INDUSTRIES, 1974: A REPORT ON A SURVEY OF SELECTED OCCUPATIONS. Department of Labor, Bureau of Labor Statistics. 52pp. ill. $2.20 ea.

Source: GPO S/N 029-001-02127-5

ON-THE-JOB TRAINING: CETA PROGRAM MODELS. Department of Labor. Revised 1978. 39pp. ill. $1.80 ea.

Source: GPO S/N 029-000-00334-3

VOCATIONAL/TECHNICAL: A SELECT LIST OF U. S. GOVERNMENT PRODUCED AUDIOVISUAL MATERIALS - 1978/79. Catalog. General Services Administration, National Audiovisual Center. 1979. 56pp.

Source: GSA/NAC

This catalog features a select list of available materials from the National Audiovisual Center on vocational and technical instruction and training. Includes order/purchase forms.

VOCATIONAL EDUCATION AND TRAINING FOR THE NON-HANDICAPPED: A BIBLIOGRAPHY WITH ABSTRACTS. A. Young. National Technical Information Service. 1978. 194pp. $28.00 ea.

Source: NTIS NTIS/PS-78/0315

Included are evaluations of technical schools or curricula. The evaluations are developed from the standpoint of both the industry's and the individual's needs. The reports abstracted cover programs aimed at the hardcore unemployed and the socially and economically disadvantaged.

BIBLIOGRAPHY OF SECONDARY MATERIALS FOR TEACHING HANDICAPPED STUDENTS. President's Committee on Employment of the Handicapped. 1979. Approx. 30pp.

Source: PCEH

Contains titles of materials dealing with the delivery of special educations, vocational educations, and industrial arts services to the handicapped.

DOZENS OF WAYS TO MAKE MONEY. 1 Cassette: C-90; 15/16 IPS.; 4 Track. RC. Yvonne Michie Horn. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1977.

Source: LC/NLSBPH RC 12292

A clever guide to money-making ventures; includes tips on becoming one's own boss, advertising, initial supplies, and methods of operation. For junior and senior high readers.

NEW OUTLOOKS FOR VOCATIONAL EDUCATION. T. H. Bell. Department of Health, Education, and Welfare, Office of Education. 1976. 9pp.

Source: HEW/OE

PLANNING AND CONDUCTING A PROGRAM OF INSTRUCTION IN VOCATIONAL AGRICULTURE FOR YOUNG FARMERS: SUGGESTIONS FOR TEACHERS AND SCHOOL ADMINISTRATORS IN DEVELOPING EDUCATIONAL PROGRAMS FOR OUT-OF-SCHOOL YOUNG FARMERS. Department of Health, Education, and Welfare, Office of Education. 1978. 81pp.

Source: HEW/OE

WOMEN IN VOCATIONAL EDUCATION. Evelyn R. Kay. Department of Health, Education, and Welfare, Education Division. 1978. 9pp. $0.90 ea.

Source: GPO S/N 017-080-01895-1

STEPS TOWARD SEX EQUITY IN VOCATIONAL EDUCATION: AN INSERVICE TRAINING DESIGN. Joyce Kaser, Martha Matthews, and Shirley McCune. Department of Health, Education, and Welfare, Office of Education. 1978. 235pp. $4.50 ea.

Source: HEW/OE

ENERGY-RELATED ACTIVITIES IN TWO-YEAR POST-SECONDARY VOCATIONAL TECHNICAL INSTITUTIONS: A REPRESENTATIVE SAMPLING BY STATE. DOE/IR 0050. Mayme R. Crowell. Department of Energy, Office of Education, Business and Labor Affairs. 1978. 87pp.

Source: DOE/IIR

This report describes the procedures and findings of a peer-to-peer telephone information exchange between the Education Programs Division and various vocational-technical schools throughout the U. S. The purpose of the study was to assess the state of the art of energy education activities within 2-year post-secondary education institutions.

PUT WINGS ON YOUR CAREER. 15 min., 16 MM Film, Opt. Sd., Col. 1978. Sale $87.00

Source: GSA/NAC Title No. A00119/PF

Illustrates the diversity of jobs associated with aviation maintenance both in government and private industry. Outlines the basic technical requirements and points interested people in the right direction for more specific career information. Audience: Secondary schools, vocational schools, high schools, and junior highs. Cleared for TV.

ERIC, IT'S THAT EASY. 15 min., 3/4 in. Videocassette, Col. 1978. Sale $50.00

Source: GSA/NAC Title No. A01306

Tells what the Eric System is, and how it is useful to research efforts. Audience: Educational and library. Other Format(s) or Version(s): 15 min., 1 in. Videotape, Col. 1978. Title No. A01977/PF. Sale $80.00.

EMPLOYMENT AND TRAINING ADMINISTRATION PUBLICATIONS AVAILABLE FROM DEPARTMENT OF LABOR WAREHOUSE. Catalog. Department of Labor, Employment and Training Administration. 1978. 19pp.

Source: DOL/ETA

JOBS FOR WHICH YOU CAN QUALIFY IF YOU'RE NOT A HIGH SCHOOL GRADUATE. Pamphlet. Department of Labor, Bureau of Labor Statistics. Government Printing Office. 1979. Approx. 20pp. $1.75 ea.

Source: GPO S/N 029-001-02449-5

Contains a list of occupations for which a high school diploma is not required; highlights the job qualifications and employment outlook for each.

MATCHING PERSONAL AND JOB CHARACTERISTICS. Booklet. Kathy Wilson. Department of Labor, Bureau of Labor Statistics. 13pp. $1.25 ea.

Source: GPO S/N 029-001-02274-3. Also available from DOL/BLS.

A reprint from the Fall 1978 *Occupational Outlook Quarterly,* the U.S. Department of Labor's career guidance magazine. Listed and defined in this booklet are 23 occupational characteristics and requirements which are matched in the chart that follows with 281 occupations chosen from the *1978 - 79 Occupational Outlook Handbook.* This table is designed as an exploratory tool to help you compare personal interests, capacities, abilities, and educational qualifications with characteristics usually associated with an occupation or group of occupations.

MANPOWER MAGAZINE. Monthly Periodical. Department of Labor, Manpower Administration. $15.30/year.

Source: GPO

This is the official journal of the Manpower Administration; past issues have covered topics such as basic education and job training, public service jobs, technical education and careers in industry. Book reviews and lists of publications are usually included.

WORKLIFE. Monthly Periodical. Department of Labor, Employment and Training Administration. $15.30/year.

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This is the official journal of the Employment and Training Administration. Past issues have covered topics such as nontraditional jobs exploration, older workers, CETA, flexitime and union apprenticeships. Book reviews and publications' lists are usually included.

GUIDE FOR OCCUPATIONAL EXPLORATION. Department of Labor, Employment and Training Administration. 1979. 715pp. $11.00 ea.

Source: GPO S/N 029-013-00080-2

The guide has been designed to help meet the need for more information on occupational fields and occupational requirements. The guide is intended for use both by vocational counselors and individuals themselves to assist with career and occupational exploration.

ANNUAL EARNINGS AND EMPLOYMENT PATTERNS OF PRIVATE NONAGRICULTURAL EMPLOYEES, 1973-75. Bulletin 2031. Department of Labor, Bureau of Labor Statistics. 1979. 383pp. $7.50 ea.

Source: GPO S/N 029-001-02386-3

This bulletin presents statistics on annual earnings and employment in the United States in 1973, 1974, and 1975. The Bureau of Labor Statistics developed the data from a 1% random sample of records of the Social Security Administration and the Railroad Retirement Board. The data provide a more accurate picture of annual earnings and employment patterns by industry than is available from any other source. The data are the last available from the Social Security Administration and provide historical continuity with the other published data in the series.

PUTTING AMERICA'S FUTURE TO WORK. Booklet. Department of Labor, Employment and Training Administration. 1979. 20pp.

Source: DOL/ETA

This is the story of young people who are taking their first steps into the labor market, and it is the story of government sponsored employment and training programs that aim to assist and direct them during this difficult learning and adjustment period.

INCOME INEQUALITY AND EMPLOYMENT. R D Monograph 66. Booklet. Department of Labor, Employment and Training Administration. 1978. 60pp.

Source: DOL/ETA

This monograph is a review and analysis of over 50 research and development projects which have dealt with welfare recipients and the low-wage employed. The process by which welfare recipients move into the ranks of the employed, and the extent to which this is accomplished as a result of training programs, are examined.

CARPENTRY: A TRADE WORTH LEARNING THROUGH APPRENTICESHIP. Pamphlet. Department of Labor, Employment and Training Administration.

Source: DOL/ETA

Defines the job of a carpenter and an apprentice. Lists the general qualifications and term of a carpentry apprenticeship. Describes best way to enter an apprenticeship.

TRAINING OPPORTUNITIES IN JOB CORPS. Directory. Department of Labor, Employment and Training Administration. 1979. 48pp.

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This directory provides a list of vocational courses offered at 103 Job Corps centers located in 42 states, the District of Columbia, and Puerto Rico. Job Corps provides intensive training, work experience, and counseling on a residential or nonresidential basis. These facilities, programs, and the vocational courses listed in this directory, are available for training adults and youth who are out of work or school and who need additional skills to secure and hold meaningful employment.

RESOURCES IN VOCATIONAL EDUCATION. Bi-monthly Periodical. National Center for Research in Vocational Education. $34.00/yr.

Source: NCRVE

Includes abstracts of research, instructional, and other materials in vocational and technical education, and abstracts of funded proposals. The full texts of most documents announced in this publication are available in microfiche or hard copy from ERIC.

A GUIDE TO COORDINATING CETA/VOCATIONAL EDUCATION LEGISLATION AFFECTING DISPLACED HOMEMAKER PROGRAMS. Department of Labor, Women's Bureau. 1979. 38pp.

Source: DOL/WB

INDUSTRY WAGE SURVEY: COMPUTER AND DATA PROCESSING SERVICES, MARCH 1978. Bulletin 2028. Department of Labor, Bureau of Labor Statistics. 1979. 51pp. $2.50 ea.

Source: GPO S/N 029-001-02319-7

This bulletin summarizes the results of a first-time Bureau of Labor Statistics survey of occupational wages and supplementary benefits in the computer and data processing services industries in March 1978.

OCCUPATIONAL TRAINING GUIDE. ET Handbook No. 325. Department of Labor, Employment and Training Administration. 1976. Approx. 100pp.

Source: DOL/ETA

The purpose of this guide is to assist Job Corps instructors in establishing coordinated training programs by providing procedures and guidelines to: analyze vocational curricula so that they reflect training requirements, plan, implement, evaluate and, when necessary, modify the training.

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Source: GPO. Also available from ACTION.

Three times a year the National Center for Service-Learning publishes *Synergist* a 56 page technical journal for educators who work with programs that integrate course work and community service. *Synergist* aims to demonstrate how service-learning in general, innovative projects and programs in particular, improve the quality of life for the least privileged members of society, and the quality of learning for all students. The 35,000 readers include secondary and post-secondary administrators and teachers as well as those involved in social change activities in the United States and 57 other countries. Indexes for *Synergist* are available for all years of publication as are reprints of selected articles. The *Synergist* and all NCSL resource materials are free. Libraries and profit-making institutions must pay the subscription fee.

JOBS FOR WHICH APPRENTICESHIPS ARE AVAILABLE. Booklet. Department of Labor, Bureau of Labor Statistics. 1976. Approx. 15pp.

Source: DOL/BLS

Lists occupations, qualifications and training, and employment trends to 1985.

JOBS FOR WHICH YOU PROBABLY WILL NEED SOME COLLEGE OR SPECIALIZED TRAINING. Pamphlet. Department of Labor, Bureau of Labor Statistics. 1979. Approx. 20pp. $1.75 ea.

Source: GPO S/N 029-001-02450-9

Presents a list of occupations for which college, technical, or specialized training is required. It highlights the training requirements and employment outlook for each.

NATIONAL APPRENTICESHIP AND TRAINING STANDARDS. Booklet. Department of Labor, Employment and Training Administration. 1978.

Source: DOL/ETA

This is a series of booklets on standards for the following occupations: auto body repair and painting, automotive ma-

chinist, bricklaying, glaziers and glassworkers, lathing, operating engineers, plumbing and steamfitting/pipefitting, truck body and trailer mechanic, and vending machine mechanics. Standards for the Graphic Arts International Union, the American Public Works Association, and the United Auto Workers are also available.

PUBLICATIONS OF THE WOMEN'S BUREAU. Leaflet 10. Department of Labor, Women's Bureau. 1979. 9pp.

Source: DOL/WB

CAREER EDUCATION

CAREERS IN COMMUNICATIONS MEDIA. Guidebook. Department of Health, Education, and Welfare, Office of Education. 1975. 288pp. ill. $5.60 ea.

Source: GPO S/N 017-080-01496-3

Guidelines for instructors organizing courses for career exploration in communications; provides descriptions of various occupations in the communications field and assistance in career planning.

HAVE YOU CONSIDERED A HEALTH CAREER? Department of Health, Education, and Welfare, Public Health Service. 1977. 27pp. $0.55 ea.

Source: GPO S/N 017-022-00524-7

POLICE SELECTION AND CAREER ASSESSMENT. Department of Justice. 1976. 199pp. ill. $4.00 ea.

Source: GPO S/N 027-000-00390-7

PUBLIC SERVICE OCCUPATIONS. Guidebooks. Department of Health, Education, and Welfare, Office of Education. 1975.

Source: GPO

A series of six curriculum guides in public service occupations are available:

- **Administering Public Service Occupations, An Implementation Guide.** 176pp. $2.95 ea. S/N 017-080-01447-5.
- **Exploration Of Public Service Occupations, An Implementation Guide.** 296pp. $3.70 ea. S/N 017-080-01432-7.
- **Preparing For Public Service Occupations, Common Core, Curriculum Guide.** 214pp. $2.90 ea. S/N 017-080-01433-5.
- **Preparing For Public Service Occupations, Educational Service, Curriculum Guide.** 172pp. $3.05 ea. S/N 017-080-01435-1.
- **Preparing For Public Service Occupations, Law Enforcement Services, Curriculum Guide.** 134pp. $2.10 ea. S/N 017-080-01436-0.
- **Preparing For Public Service Occupations, Social Services, Curriculum Guide.** 40pp. $2.20 ea. S/N 017-080-01434-3.

FROM AIDE TO TEACHER, THE STORY OF THE CAREER OPPORTUNITIES PROGRAM. Department of Health, Education, and Welfare, Office of Education. 1977. 28pp. $3.00 ea.

Source: GPO S/N 017-080-01566-8

GUIDANCE NEEDS OF SPECIAL POPULATIONS. Department of Health, Education, and Welfare, Office of Education. 1979. 28pp. $1.50 ea.

Source: GPO S/N 017-080-01969-8

Special needs populations in educational and employment settings include the handicapped, and those who have academic, socio-economic, cultural, or other disadvantages which prevent them from being successful in traditional and regular occupational programs.

JOB PLACEMENT AND ADJUSTMENT OF THE HANDICAPPED: AN ANNOTATED BIBLIOGRAPHY. Department of Health, Education, and Welfare, Office of Education. 1979. 24pp. $1.40 ea.

Source: GPO S/N 017-080-01970-1

This bibliography was produced to assist special educators and vocational educators in obtaining information on the job placement and career adjustment of various handicapped populations.

CAREER CHOICES, WORKING TOWARD A BETTER ENVIRONMENT. Environmental Protection Agency. 1977. 15pp. ill. $0.35 ea.

Source: GPO S/N 055-000-00158-8

ADULT WORK SKILLS AND KNOWLEDGE: SELECTED RESULTS FROM THE FIRST NATIONAL ASSESSMENT OF CAREER AND OCCUPATIONAL DEVELOPMENT. Department of Health, Education, and Welfare, Office of Education. 1976. 70pp. $1.50 ea.

Source: HEW/OE

The findings of a survey examining the work related skills and knowledge of American adults, ages 26-35. The skills assessed are basic to many employment situations and results are analyzed for various groups within the national population.

CAREER DEVELOPMENT NEEDS OF ADULTS: HOW TO IMPROVE CAREER DEVELOPMENT PROGRAMS. Department of Health, Education, and Welfare, Office of Education. 1977. 58pp. ill. $2.10 ea.

Source: GPO S/N 017-080-01787-3

CAREER EDUCATION OF ADULTS. Department of Health, Education, and Welfare, Office of Education. 1977. 73pp. $2.20 ea.

Source: GPO S/N 017-080-01736-9

Condenses current data concerning the disposition of Adult and Continuing Education in the United States. Examines adult participation in career education, summarizes adult learning needs, reviews developments in higher education, and makes several recommendations.

FUTURE FARMERS OF AMERICA AND CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1979. $1.50 ea.

Source: GPO S/N 017-080-01922-1

CAREER EDUCATION TEACHING LEARNING PROCESS. Barbara Preli. Department of Health, Education, and Welfare, Office of Education. 1978. 33pp. ill. $1.50 ea.

Source: GPO S/N 017-080-01849-7

A monograph emphasizing the ways in which career education helps students learn more instructional content.

INTEGRATING CAREER EDUCATION INTO TEACHER PREPARATION, IMPLEMENTATION GUIDE FOR COLLEGE/UNIVERSITY USE. Department of Health, Education, and Welfare, Office of Education. 1976. 130pp. ill. $1.95 ea.

Source: GPO S/N 017-080-01577-3

K - 12 CLASSROOM TEACHERS AND CAREER EDUCATION: THE BEAUTIFUL PEOPLE. Department of Health, Education, and Welfare. Office of Education. 1976. 35pp. $0.90 ea.

Source: GPO S/N 017-080-01537-4

Provides specific examples of career education in the classroom.

TEACHERS AND CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1976. 35pp. $0.70 ea.

Source: GPO S/N 017-080-01618-4

A set of 4 papers discussing the crucial importance of the classroom teacher to career education.

SPEECH PATHOLOGY AND AUDIOLOGY: MANPOWER RESOURCES AND NEEDS. Department of Health, Education, and Welfare, Public Health Service, National Institute of Neurological Disorders and Stroke. 1977. 97pp. ill. $2.40 ea.

Source: GPO S/N 017-049-00085-2

Describes the demographic and professional characteristics of the speech pathology/audiology work force and those students currently in training; identifies current patterns of manpower utilization; estimates the need for additional speech pathologists and audiologists in the area of teaching research and client care through 1985; recommends appropriate goals for meeting the needs of the communicatively handicapped; and suggests means for meeting these goals.

CURRENT STATE OF CAREER EDUCATION AT THE POST-SECONDARY LEVEL. Department of Health, Education, and Welfare, Office of Education. 1977. 115pp. $2.75 ea.

Source: GPO S/N 017-080-01734-2

Presents an overview of how American colleges and universities perceive and practice career education, together with a series of recommendations for further implementation of the career education concept at this level.

TWO STUDIES ON THE ROLE OF BUSINESS AND INDUSTRY AND LABOR PARTICIPATION IN CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1977. 120pp. $2.75 ea.

Source: GPO S/N 017-080-01737-7

RESOURCES IN WOMEN'S EDUCATION EQUITY, NONPRINT MEDIA AND MATERIALS. Department of Health, Education, and Welfare, Office of Education. 1978. 243pp. $4.25 ea.

Source: GPO S/N 017-080-01836-5

Each listing provides a title, author, distributor, format, price, abstract, and source.

WOMEN'S AMERICAN ORT AND CAREER EDUCATION. Pamphlet. Department of Health, Education, and Welfare, Office of Education. 1978. 20pp. $1.50 ea.

Source: GPO S/N 017-080-01904-3

Provides a basic understanding of Women's American ORT (Organization of Rehabilitation Through Training) and outlines ways it can be utilized to further the concept of career education as a collaborative community effort.

ADVANCED GENERAL EDUCATION PROGRAM: HIGH SCHOOL SELF STUDY PROGRAM. Department of Labor. Rev. 1977. 455pp. ill. $40.00 ea.

Source: GPO S/N 029-000-00340-8

This program is designed to help prepare adult students with the information, concepts, and general knowledge needed to pass the American Council on Education's 'Test of General Educational Development' (GED) for high school equivalency certification. The kit consists of 126 booklets and one form; 126 volumes, sold only as a set.

CAREER EDUCATION AND BASIC ACADEMIC ACHIEVEMENT, A DESCRIPTIVE ANALYSIS OF THE RESEARCH. Department of Health, Education, and Welfare, Office of Education. 1977. 143pp. $2.75 ea.

Source: GPO S/N 017-080-01720-2

CAREER EDUCATION AND HUMAN SERVICES Department of Health, Education, and Welfare, Office of Education. 1977. 23pp. $1.30 ea.

Source: GPO S/N 017-080-01741-5

CAREER EDUCATION AND THE BUSINESS-LABOR-INDUSTRY COMMUNITY. Department of Health, Education, and Welfare, Office of Education. 1976. 22pp. $0.45 ea.

Source: GPO S/N 017-080-01613-3

CAREER EDUCATION AND THE COMPREHENSIVE EMPLOYMENT TRAINING ACT. Department of Health, Education, and Welfare, Office of Education. 1978. 56pp. $2.30 ea.

Source: GPO S/N 017-080-01862-4

Traces the role of youth in pre-CETA Manpower Programs and in CETA to 1977, and makes some recommendations for linking career education to current youth employment policies.

CAREER EDUCATION AND VOCATIONAL EDUCATION, SIMILARITIES AND CONTRASTS. Department of Health, Education, and Welfare, Office of Education. 1977. 19pp. $1.10 ea.

Source: GPO S/N 017-080-01742-3

CAREER EDUCATION FOR SPECIAL POPULATIONS. Department of Health, Education, and Welfare, Office of Education. 1976. 21pp. $0.45 ea.

Source: GPO S/N 017-080-01612-5

CAREER EDUCATION IN PUBLIC SCHOOLS, 1974-75: A NATIONAL SURVEY. Department of Health, Education, and Welfare, Office of Education. 1976. 325pp. ill. $4.00 ea.

Source: GPO S/N 017-080-01560-9

CAREER EDUCATION: WHAT PROOF DO WE HAVE THAT IT WORKS? REPORT OF A PANEL SESSION OF THE COMMISSIONER'S NATIONAL CONFERENCE ON CAREER EDUCATION, HOUSTON, TEXAS, NOVEMBER 8, 1976. Department of Health, Education, and Welfare, Office of Education. 1977. 64pp. ill. $2.10 ea.

Source: GPO S/N 017-080-01785-7

CAREER OPPORTUNITIES IN THE ELECTRIC POWER AND GAS UTILITIES INDUSTRIES. Department of Labor. 1978. 136pp. ill. $3.25 ea.

Source: GPO S/N 029-000-00341-6

COMMUNITY RESOURCES FOR CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1976. 30pp. $0.55 ea.

Source: GPO S/N 017-080-01615-0

DEALING WITH FUTURES, CAREER EDUCATION MATERIALS FOR STUDENTS, PARENTS, AND EDUCATORS: A BIBLIOGRAPHY BASED ON THE ACQUISITIONS OF THE EDUCATIONAL MATERIALS CENTER. Department of Health, Education, and Welfare, Office of Education. 1977. 20pp. $1.00 ea.

Source: GPO S/N 017-080-01721-1

HEALTH CAREERS GUIDEBOOK. Department of Labor. Revised 1979. 221pp. ill. $5.25 ea.

Source: GPO S/N 029-000-00343-2

INTRODUCTION TO CAREER EDUCATION: A POLICY PAPER OF THE UNITED STATES OFFICE OF EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1975. 40pp. $1.05 ea.

Source: GPO S/N 017-080-01388-6

KEY RESOURCES IN CAREER EDUCATION: AN ANNOTATED GUIDE. Department of Health, Education, and Welfare, Office of Education. 1976. 408pp. ill. $5.75 ea.

Source: GPO S/N 017-080-01667-2

PRIMER FOR CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1977. 39pp. $1.50 ea.

Source: GPO S/N 017-080-01752-1

REFINING THE CAREER EDUCATION CONCEPT. Department of Health, Education, and Welfare, Office of Education.

Source: GPO

Comprised of two booklets:

Part 1. 1976. 47pp. $0.75 ea. S/N 017-080-01610-9
Part 2. 1977. 32pp. $1.50 ea. S/N 017-080-01739-3

SCHOOL COUNSELOR AND CAREER EDUCATION. Pamphlet. Department of Health, Education, and Welfare, Office of Education. 1976. 27pp. $0.55 ea.

Source: GPO S/N 017-080-01528-5

YEDPA AND CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1978. 42pp. $2.10 ea.

Source: GPO S/N 017-080-01889-6

Outlines the results of two mini-conferences concerning the Youth Employment and Demonstration Projects Act and Career Education.

DOOR TO THE FUTURE: CAREERS FOR WOMEN. Department of the Interior, Office of the Secretary. Government Printing Office. 1978. 58pp. ill.

Source: DOI/PA

This publication illustrates a broad spectrum of careers that are available to women at the Department of the Interior in the sciences, engineering, and other professional areas.

SELECTED U. S. GOVERNMENT AUDIOVISUALS: CAREER EDUCATION. Catalog. General Services Administration, National Audiovisual Center. 1977. Approx. 20pp.

Source: GSA/NAC

This catalog lists audiovisual materials which are available from the National Audiovisual Center. Included are order/purchase forms.

VOCATIONAL/TECHNICAL: A SELECT LIST OF U. S. GOVERNMENT PRODUCED AUDIOVISUAL MATERIALS - 1978/79. Catalog. General Services Administration, National Audiovisual Center. 1979. 56pp.

Source: GSA/NAC

This catalog features a select list of available materials from the National Audiovisual Center on vocational and technical instruction and training. Includes order/purchase forms.

GUIDE TO FEDERAL AVIATION ADMINISTRATION PUBLICATIONS. Report No. FAA-APA-PG-2. Department of Transportation, Federal Aviation Administration. Government Printing Office. 1979. 51pp.

Source: DOT/FAA

The FAA publishes numerous documents dealing with a variety of subjects from regulations on aviation safety to career guidance materials designed to enrich aviation curricula and promote interest in aviation careers. Many of these publications are of interest to the general public as well as to the aviation community.

BIBLIOGRAPHY ON CAREER EDUCATION. Linda Hall and Sidney C. High, Jr. Department of Health, Education, and Welfare, Office of Education. 1979. 68pp. $3.25 ea.

Source: GPO S/N 017-080-02059-9

It is hoped that this bibliography will be useful to persons interested in familiarizing themselves with the career education concept and with some emerging techniques for the implementation of career education programs.

DENTAL ASSISTING - A CAREER ON THE MOVE. HRA78-40. Department of Health, Education, and Welfare, Health Resources Administration. 1978.

Source: HEW/HRA

This publication can be used in recruitment efforts and contains information about careers in dental assisting.

OCCUPATIONAL EDUCATION: ENROLLMENTS AND PROGRAMS IN NONCOLLEGIATE POST-SECONDARY SCHOOLS 1976. Department of Health, Education, and Welfare, Office of Education. 1978. 42pp. $1.70 ea.

Source: GPO S/N 017-080-01884-5

Analyses and appendixed tabular data.

HANDBOOK FOR PROFESSIONAL DEVELOPMENT IN HUMAN SERVICES. Handbook. Department of Health, Education, and Welfare, Office of Education. 1979. 205pp. $4.25 ea.

Source: GPO S/N 017-080-02007-6

Presents curricular modules and professional development units that represent basic tools for the contemporary practices of career education and human services.

CAREERS IN HEALTH: THE PROFESSIONALS GIVE YOU THE INSIDE PICTURE ABOUT THEIR JOBS. 2 cassettes: C-90; 15/16 IPS; 4 Track. RC. Barbara Zimmerman and David B. Smith. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1978.

Source: LC/NLSBPH RC 13525

Dramatic vignettes present the activities, problems, responsibilities, and satisfactions of a wide variety of health occupations. Includes such relatively new occupations as physician's assistant and emergency medical technician. For high school and adult readers.

JOBS IN RECREATION. 1 V. 28 x 28 cm. Handcopied, Grade 2. Br. Walter C. Schatz and Carl M. Tausig. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1977.

Source: LC/NLSBPH BRA 14139

Introduces various careers available in the field of recreation including park ranger, recreation therapist, landscape architect, travel agent, hotel manager, and others.

A PRIMER FOR CAREER EDUCATION. Kenneth B. Hoyt. Department of Health, Education, and Welfare, Office of Education. 1977. 39pp. $1.50 ea.

Source: HEW/OE

SELECTED PUBLICATIONS ON ENERGY. Department of Energy, Office of Legislative Affairs. 1979. 3pp.

Source: DOE/PA

This publication contains a listing of books, pamphlets, curriculum guides, posters, and stickers on energy efficiency for teachers, students and consumers.

DIRECTIONS IN CAREER EDUCATION: QUESTIONS PEOPLE ASK ABOUT EDUCATION AND WORK. Nancy Bridgeford, Marilyn Clarks, and Larry McClure. Department of Health, Education, and Welfare, Educational Resources Information Center. 1977. 288pp.

Source: ERIC

DENTAL ASSISTING: A CAREER ON THE MOVE. Department of Health, Education, and Welfare, Public Health Service. 1978. 7pp. ill.

Source: HEW/PHS

LOOKING UP TO YOUR AVIATION CAREER. 14 min., 16 MM Film, Opt. Sd., Col. 1979.

Source: GSA/NAC Title No. A01285/PF

Describes the more than 60 different career opportunities which aviation offers for people with different aptitudes, skills, and educational backgrounds. Illustrates how careers in aviation present a wide-ranging opportunity for achievement, challenge, responsibility, and fun. Audience: General Audience. Cleared for TV.

PUT WINGS ON YOUR CAREER. 15 min., 16 MM Film, Opt. Sd., Col. 1978. Sale $87.00

Source: GSA/NAC Title No. A00119/PF

Illustrates the diversity of jobs associated with aviation maintenance both in government and private industry. Outlines the basic technical requirements and points interested people in the right direction for more specific career information. Audience: Secondary schools, vocational schools, high schools, and junior highs. Cleared for TV.

CHANCE TO BE, A. 30 min., 3/4 in. Videocassette, Col. 1977. Sale $100.00

Source: GSA/NAC Title No. A00672/PF

Focuses on Career Education Programs for women, minorities, the handicapped, and the gifted and talented. Emphasizes the needs of the programs for these special populations whose options have been limited. Describes four programs: Project Equality of Seattle, WA; Urban Career Education, Philadelphia, PA; The World of Work, Warren, Oh; and The Center for Career Education in the Arts, Providence, RI. Audience: General audience, school administrators, parents, teachers. Cleared for TV. Other Format(s) or Version(s): 30 min., 16 MM Film, Opt. Sd., Col. 1977. Rental $12.50 Sale $174.00. Title No. A00671/PF

EMPLOYMENT AND TRAINING ADMINISTRATION PUBLICATIONS AVAILABLE FROM DEPARTMENT OF LABOR WAREHOUSE. Catalog. Department of Labor, Employment and Training Administration. 1978. 19pp.

Source: DOL/ETA

FROM HOMEMAKING TO MONEYMAKING. Department of Labor, Bureau of Labor Statistics. Government Printing Office. 1978. 15pp.

Source: DOL/BLS

Reprinted from the Winter, 1978 issue of *Occupational Outlook Quarterly.*

MATCHING PERSONAL AND JOB CHARACTERISTICS. Booklet. Kathy Wilson. Department of Labor, Bureau of Labor Statistics. 13pp. $1.25 ea.

Source: GPO S/N 029-001-02274-3. Also available from DOL/BLS.

A reprint from the Fall 1978 *Occupational Outlook Quarterly,* the U.S. Department of Labor's career guidance magazine. Listed and defined in this booklet are 23 occupational characteristics and requirements which are matched in the chart that follows with 281 occupations chosen from the *1978 - 79 Occupational Outlook Handbook.* This table is designed as an exploratory tool to help you compare personal interests, capacities, abilities, and educational qualifications with characteristics usually associated with an occupation or group of occupations.

POLICE EMPLOYMENT OPPORTUNITIES. Booklet. Department of Labor, Employment and Training Administration. Government Printing Office. 1977. 15pp.

Source: DOL/ETA

Reports on a survey of job opportunities in 2,440 police agencies.

MANPOWER MAGAZINE. Monthly Periodical. Department of Labor, Manpower Administration. $15.30/year.

Source: GPO

This is the official journal of the Manpower Administration; past issues have covered topics such as basic education and job training, public service jobs, technical education and careers in industry. Book reviews and lists of publications are usually included.

WORKLIFE. Monthly Periodical. Department of Labor, Employment and Training Administration. $15.30/year.

Source: GPO

This is the official journal of the Employment and Training Administration. Past issues have covered topics such as nontraditional jobs exploration, older workers, CETA, flexitime and union apprenticeships. Book reviews and publications' lists are usually included.

DUAL CAREERS, A LONGITUDINAL STUDY OF THE LABOR MARKET EXPERIENCE OF WOMEN. Manpower R & D Monograph 21. Department of Labor, Manpower Administration.

Source: GPO

This report is composed of the following three volumes:

Volume 1. $3.55 ea.
Volume 2. $2.10 ea.
Volume 3. 1975. 191pp. $2.65 ea. S/N 029-000-00247-9.

In early 1965, the Center for Human Research, under a contract with the Department of Labor, began the planning of longitudinal studies of the labor market experience of four subsets of the U. S. population. The above three volumes focus on the older group of women.

GUIDE FOR OCCUPATIONAL EXPLORATION. Department of Labor, Employment and Training Administration. 1979. 715pp. $11.00 ea.

Source: GPO S/N 029-013-00080-2

The guide has been designed to help meet the need for more information on occupational fields and occupational requirements. The guide is intended for use both by vocational counselors and individuals themselves to assist with career and occupational exploration.

EMPLOYMENT REQUIREMENTS OF MASS TRANSIT. BLS Bulletin 1989. ETA R & D Monograph 58. Department of Labor, Bureau of Labor Statistics and Employment and Training Administration. 1978. 44pp. $2.30 ea.

Source: GPO S/N 029-001-02211-5

The Bureau of Labor Statistics, as part of its research on the employment requirements of Federal Programs, reviewed Federal aid for mass transit and selected the Massachusetts Bay Transportation Authority for a case study.

INCOME INEQUALITY AND EMPLOYMENT. R D Monograph 66. Booklet. Department of Labor, Employment and Training Administration. 1978. 60pp.

Source: DOL/ETA

This monograph is a review and analysis of over 50 research and development projects which have dealt with welfare recipients and the low-wage employed. The process by which welfare recipients move into the ranks of the employed, and the extent to which this is accomplished as a result of training programs, are examined.

EXPLORING CAREERS. Handbook. Department of Labor, Bureau of Labor Statistics. 1979. 550pp. $10.00 ea.

Source: GPO S/N 029-001-02224-7. Also available from DOL/BLS.

A career education resource designed and written for junior high students; older students will find this book useful also. It can be used in classrooms, career resource centers and youth programs and is packaged to facilitate either group or individual use. Titles of individual chapters are: The World of Work and You, Industrial Production Occupations; Office Occupations; Service Occupations; Education Occupations; Sales Occupations; Construction Occupations; Transportation Occupations; Scientific and Technical Occupations; Mechanics and Repairers; Health Occupations; Social Scientists; Social Service Occupations; Performing Arts, Design and Communications Occupations; Agriculture, Forestry, and Fishery Occupations. *Exploring Careers* can be purchased as: A single volume, $10.00 ea.; 15 separate booklets, one for each chapter, $2.00 ea.; a set of 15 booklets, $12.00 set, S/N 029-001-02225-5.

MEMO TO MATURE JOBSEEKERS. Pamphlet. Department of Labor, Employment and Training Administration. Government Printing Office. 1980.

Source: DOL/ETA

Provides suggestions for an effective job search.

A GUIDE TO COORDINATING CETA/VOCATIONAL EDUCATION LEGISLATION AFFECTING DISPLACED HOMEMAKER PROGRAMS. Department of Labor, Women's Bureau. 1979. 38pp.

Source: DOL/WB

PUBLICATIONS OF THE WOMEN'S BUREAU. Leaflet 10. Department of Labor, Women's Bureau. 1979. 9pp.

Source: DOL/WB

A CAREER AS A CORRECTIONAL OFFICER - AN OPPORTUNITY FOR A CHALLENGE. Announcement No. 431. Leaflet. Office of Personnel Management, Staffing Services. 1979.

Source: OPM

INDEX TO INFORMATION. Quarterly Periodical. Office of Personnel Management, Library.

Source: OPM

Provides a complete listing of information available from the Office of Personnel Management.

NATIONAL CENTER FOR SERVICE LEARNING. Information Kit. 1979. $5.00 ea.

Source: GPO S/N 056-000-00021-6

The National Center for Service Learning was founded in 1969 as the National Student Volunteer Program and is part of ACTION, the federal volunteer service agency. The Center provides free training programs, resource materials, and technical assistance to service learning and student volunteer programs in high schools and colleges across the country, and also conducts selected research studies on service learning. Enclosed in this kit is information on the publications and resource materials, training activities, and consultant services developed by the Center.

CAREER PROFILES IN FORESTRY, CONSERVATION, ECOLOGY, ENVIRONMENT MANAGEMENT. Department of Agriculture, Forest Service. 1977. 1977. 13pp. ill. $0.90 ea.

Source: GPO S/N 001-001-00423-5

SYNERGIST. Periodical. Action's National Center for Service - Learning. $5.00/year.

Source: GPO Also available from ACTION.

Three times a year the National Center for Service-Learning publishes *Synergist* a 56 page technical journal for educators who work with programs that integrate course work

and community service. *Synergist* aims to demonstrate how service-learning in general, innovative projects and programs in particular, improve the quality of life for the least privileged members of society, and the quality of learning for all students. The 35,000 readers include secondary and post-secondary administrators and teachers as well as those involved in social change activities in the United States and 57 other countries. Indexes for *Synergist* are available for all years of publication as are reprints of selected articles. The *Synergist* and all NCSL resource materials are free. Libraries and profit-making institutions must pay the subscription fee.

JOBS FOR WHICH APPRENTICESHIPS ARE AVAILABLE. Booklet. Department of Labor, Bureau of Labor Statistics. 1976. Approx. 15pp.

Source: DOL/BLS

Lists occupations, qualifications and training, and employment trends to 1985.

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